**REQUEST FOR RECORDS DISPOSITION AUTHORITY**

(See instructions on reverse)

1. **FROM (Agency or establishment)**
   - Central Intelligence Agency

2. **MAJOR SUBDIVISION**

3. **MINOR SUBDIVISION**

4. **NAME OF PERSON WITH WHOM TO CONFER**
   - J. Michael Nicewarner

5. **TELEPHONE**
   - (703) 281-8885

6. **AGENCY CERTIFICATION**

   I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies,

   - [ ] is not required;
   - [ ] is attached; or
   - [ ] has been requested.

7. **DATE**
   - 11/7/96

8. **DESCRIPTION OF ITEM AND PROPOSED DISPOSITION**

   1. **THRIFT Savings Plan Files.** Consists of records on participants in the THRIFT Savings Plan.

      1a. Case files indexed by name consisting of forms filed by or for THRIFT Savings Plan participants. (1986 to Present)

      TEMPORARY. Destroy 99 years after cutoff. Cutoff upon separation (resignation or retirement) of participant.

      1b. Records indexed by year consisting of participant statements and transactions (fund activity records). (1986-1996)

      TEMPORARY. Destroy 99 years after cutoff. Cutoff upon separation (resignation or retirement) of participant.

      (1) Silver copy. Destroy on April 1, 2096.

      (2) Diazo copy. Destroy on April 1, 2002

---

**STANDARD FORM 115 (REV 3-91)**

Preceded by NARA

MAY - 2 1997

Copy to Agency