**REQUEST FOR RECORDS DISPOSITION AUTHORITY**

(See Instructions on reverse)

TO  
NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NARA)  
WASHINGTON, DC 20408

1 FROM (Agency or establishment)  
Central Intelligence Agency

2 MAJOR SUBDIVISION  
00-84

3 MINOR SUBDIVISION

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

5 TELEPHONE  
(703) 613-1888

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  
2-26-98

8. SIGNATURE OF AGENCY REPRESENTATIVE  
Edmund Cohen

9. TITLE  
Director of Information Management

10. ITEM NO.  

<table>
<thead>
<tr>
<th>ITEM NO.</th>
<th>DESCRIPTION OF ITEM AND PROPOSED DISPOSITION</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>POSTERS. Consists of printed and illustrated announcements produced in support of Agency activities for display in Agency facilities. NOTE: This item does not exclude the requirement to maintain a copy of the poster with the corresponding subject file.</td>
</tr>
<tr>
<td></td>
<td>a. Posters relating to Agency officials, facilities, operations, achievements, historical commemorations, and other mission-related subjects.</td>
</tr>
<tr>
<td></td>
<td>PERMANENT. Transfer two copies of each finished poster in original form upon publication to the National Archives and Records Administration/Still Pictures Branch, Special Media.</td>
</tr>
<tr>
<td></td>
<td>b. Posters relating to routine events and subjects common to most agencies, such as savings bond campaigns, CFC Campaigns, blood drives, and health and safety education programs.</td>
</tr>
<tr>
<td></td>
<td>TEMPORARY. Destroy when two years old, or when no longer needed for Agency business, whichever is sooner. Earlier disposal is authorized if records are no longer needed for agency business.</td>
</tr>
</tbody>
</table>

115-109  
NSN 7540-00-634-4084  
PREVIOUS EDITION NOT USABLE  
SEP 29 1998  
Copy to: Agency, NWG5, NWME
<table>
<thead>
<tr>
<th>ITEM NO</th>
<th>DESCRIPTION OF ITEM AND PROPOSED DISPOSITION</th>
<th>JOB NUMBER</th>
<th>PAGE OF</th>
</tr>
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<tbody>
<tr>
<td>POSTERS (continued)</td>
<td></td>
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</table>

- Poster production materials, including negatives, routine artwork, layouts, and other preparatory graphic material.

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All changes to this schedule made per telephone conversation of 9/11/98 between David A. Langbort (NARA) and J. Michael Noe Werner (CTA).

DA Langbort, NWML
8/28/98

STANDARD FORM 115-A (REV 3-91)
Prescribed by NARA
36 CFR 1225