

REQUEST FOR RECORDS DISPOSITION AUTHORITY		N1-263-99-3	
To NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		DATE RECEIVED 5-21-99	
1 FROM (Agency or establishment) Central Intelligence Agency Washington, D.C. 20505		NOTIFICATION TO AGENCY In accordance with the provisions of 44 USC 3303a, the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
2 MAJOR SUBDIVISION			
4 NAME OF PERSON WITH WHOM TO CONFER J Michael Nicewarner	5 TELEPHONE (703) 613-1888	DATE 10-22-99	ARCHIVIST OF THE UNITED STATES <i>John W. Paul</i>
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 1 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, <input checked="" type="checkbox"/> is not required, <input type="checkbox"/> is attached, or <input type="checkbox"/> has been requested			
DATE 27 April 99	SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i>	TITLE Director of Information Management	

7 Item No	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
1.	<p><u>Schedules of Daily Activities</u></p> <p>Calendars, appointment books, schedules, logs, diaries, and other records documenting meetings, appointments, telephone calls, trips, visits, and other activities of employees while serving in an official capacity</p> <p>a Presidential appointees, and Deputy Directors (heads of Directorates)</p> <p>PERMANENT. Transfer to NARA when the CIA determines that continued Agency retention is no longer required, or when 50 years old, whichever is sooner</p> <p>b All others</p> <p>TEMPORARY. Destroy when 2 years old (Complies with GRS 23, Item 5a)</p>	N1-263-92-2 (Item 2)	

Copy to: agency, NWMD, NWCT 11/3/99 cbc

c Office automation copies Electronic copies of records that are used solely to generate a recordkeeping copy Includes electronic copies used for dissemination, revision, or updating the recordkeeping copy Also includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on network drives, and copies on shared network drives that are used only to produce the recordkeeping copy

TEMPORARY. Destroy/delete within 180 days after the recordkeeping copy has been produced (Complies with GRS 23, Item 10 a & b)