

REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

LEAVE BLANK

JOB NO.

NC1-263-85-1

DATE RECEIVED

11-09-84

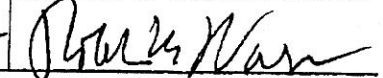
NOTIFICATION TO AGENCY

In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.

DATE

3/26/85

ARCHIVIST OF THE UNITED STATES



TO: GENERAL SERVICES ADMINISTRATION
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408
1. FROM (Agency or establishment)
Central Intelligence Agency

2. MA [] ISON

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER

5. TELEPHONE EXT.

6. CERTIFICATE OF AGENCY REPRESENTATIVE

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records; that the records proposed for disposal in this Request of _____ 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, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached.

A. GAO concurrence: ☒ is attached; or ☐ is unnecessary.

B. DATE

84/11/09

D. TITLE

Agency Records Management Officer

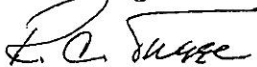
7. ITEM NO.

8. DESCRIPTION OF ITEM
(With Inclusive Dates or Retention Periods)9. GRS OR
SUPERSEDED
JOB
CITATION10. ACTION
TAKEN
(NARS USE
ONLY)

All items in this schedule are applicable Agency-wide, except where the related records are covered by approved items in other Agency schedules. All PERMANENT items in this schedule are arranged chronologically and will be offered to NARS in 5 year blocks when national security considerations permit.

FOIA(b)3 - 50 USC 403g Section 6 of the CIA Act of 1949

All changes to this proposed schedule have been approved by:



3-22-85

NARA appraiser

Date



Agency representative

Date

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AGGREGATE - INDIVIDUAL PORTIONS ARE UNCLASSIFIED/
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WARNING NOTICE
INTELLIGENCE SOURCES
OR METHODS INVOLVED

Cy to Agency 4-04-85, R.C.V.

67. time

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1.

Policy Files.

a. Organizational records and general policy files.

(1) Office level and above.

PERMANENT. 1941 to present. 2562 cubic feet.
Annual growth 163 cubic feet.

NC1-263-76-2
Item 1a (No Change)
NC1-263-76-3
Item 1a (No Change)
NC1-263-76-4
Item 1a (No Change)
NC1-263-76-5
Item 1a (No Change)
NC1-263-76-6
Items 1c & 6
(No Change)
NC1-263-76-8
Items 1b, 1d & 1f
(No Change)
NC1-263-76-9
Items 1a & 74a
(No Change)
NC1-263-76-10
Item 1a (No Change)
NC1-263-77-1
Items 1a, 1c(3), 14a,
24 & 33a (No Change)
NC1-263-77-3
Items 1a, 2 & 25
(No Change)
NC1-263-77-4
Item 1a (No Change)
NC1-263-77-5
Items 1a & 16
(No Change)
NC1-273-77-6
Items 1a, 4a & 16a
(No Change)
NC1-263-77-8
Items 1a, 8, 12d(1)
& 25 (No Change)
NC1-263-77-9
Item 1a (No Change)
NC1-263-77-11
Item 1c (No Change)
NC1-263-77-13
Items 1 & 86b
(No Change)

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1a(1)
(Cont.)

(2) Below office level.

DESTROY when superseded or obsolete.

NC1-263-77-14

Item 1 (No Change)

NC1-263-77-15

Item 1 (No Change)

Deviates from

GRS 16-13

NC1-263-77-6

Items 1b & c (CHANGE)

NC1-263-77-7

Item 1a (CHANGE)

NC1-263-77-14

Item 1a (No Change)

b. Planning document files.

(1) Studies requested by OMB, DCI, or Directorate.

(a) Office level and above.

PERMANENT. 1941 to present. 611 cubic
feet. Annual growth 56 cubic feet.

NC1-263-76-8

Item 1a (No Change)

NC1-263-77-1

Item 1a (No Change)

NC1-263-77-5

Item 17 (No Change)

NC1-263-77-8

Item 4a(1)

(No Change)

NC1-263-77-9

Item 1a (No Change)

NC1-263-77-13

Item 89a (No Change)

(b) Below office level.

DESTROY when 2 years old or no longer
needed for reference, whichever is later.

NC1-263-76-10

Item 1d (CHANGE)

NC1-263-77-8

Item 4a(2)

(No Change)

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1b.

(2) Emergency planning files.

(a) Emergency planning administrative files.

DESTROY when 2 years old.

NC1-263-77-3

Item 24 (CHANGE)

NC1-263-77-9

Item 69 (CHANGE)

GRS 18-27

(b) Emergency directives files.

DESTROY when superseded or obsolete.

NC1-263-77-4

Item 4 (No Change)

NC1-263-77-6

Item 11b (No Change)

NC1-263-77-11

Item 1e (No Change)

GRS 18-29

(3) Documents concerning miscellaneous programs,
projects and planning.

DESTROY when 2 years old or no longer needed
for reference, whichever is later.

NC1-263-76-9

Item 1d (CHANGE)

NC1-263-76-10

Item 1d (CHANGE)

NC1-263-77-8

Item 4b (No Change)

NC1-263-77-15

Item 8 (CHANGE)

c. Periodic significant activity reports files.

(1) Office level and above.

PERMANENT. 1951 to present. 24 cubic feet.
Annual growth 2 cubic feet.

NC1-263-77-9

Items 59a & 59b

(No Change)

NC1-263-77-14

Item 28h (CHANGE)

(2) Below Office level.

DESTROY no later than 2 years after cutoff.
Cut off at end of each calendar year.

NC1-263-77-5

Item 2a(3) (CHANGE)

NC1-263-77-9

Item 59c (CHANGE)

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1c.
(Cont)

(3) Duplicate copies of reports at all levels.

DESTROY when no longer needed.

NC1-263-77-3
Item 7 (CHANGE)
NC1-263-77-9
Item 59d (CHANGE)
NC1-263-77-15
Item 5b (CHANGE)

d. Office of Inspector General reports and surveys.

DESTROY 3 years after cutoff date of audit or survey.

NC1-263-77-3
Item 22 (CHANGE)
NC1-263-77-15
Item 60 (CHANGE)

e. Index to subject files or other official file systems.

Retain or DESTROY in accordance with approved Agency
disposition instructions for corresponding files.

NC1-263-76-7
Item 1d (CHANGE)

2. Directives Files (Regulatory Issuances).

a. Case files of directorate level and below regulations,
policy notices, handbooks, and similar items.

(1) Office level and above.

PERMANENT. 1943 to present. 103 cubic feet.
Annual growth 17 cubic feet.

NC1-263-76-2
Item 10a (No Change)
NC1-263-76-4
Item 8a (No Change)
NC1-263-76-7
Item 11 (No Change)
NC1-263-76-9
Item 33b (No Change)
NC1-263-77-3
Item 5a (No Change)
NC1-263-77-4
Item 16d (No Change)
NC1-263-77-8
Item 2a (No Change)
NC1-263-77-9
Item 57d (No Change)
NC1-263-77-13
Item 7a (No Change)
NC1-263-77-14
Items 7a(1), 7a(2) &
7a(3) (No Change)

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2a(1) (Cont)	(2) Below office level. DESTROY when superseded or obsolete. b. Duplicate copies of issuances originated at all levels. DESTROY when superseded or obsolete.	NC1-263-77-15 Items 28a & 30 (No Change) NC1-263-77-11 Item 70b (CHANGE) NC1-263-77-15 Item 28b (CHANGE) NC1-263-76-2 Items 10b & 10c (No Change) NC1-263-76-4 Items 8b & 8c (No Change) NC1-263-76-5 Item 9 (No Change) NC1-263-76-9 Items 33a(1), 86a(1) & 86b (No Change) NC1-263-76-10 Items 4a, 4b & 4e (No Change) NC1-263-77-3 Items 5b, 5c, 43d & 43h (No Change) NC1-263-77-4 Items 16a, 16b & 16e (No Change) NC1-263-77-5 Item 7o(1) (No Change) NC1-263-77-8 Item 2b (No Change) NC1-263-77-9 Items 57a, 57b & 57e (No Change) NC1-263-77-11 Items 9c & 70a (No Change) NC1-263-77-13 Item 7b (No Change) NC1-263-77-14 Items 7a(2)(b) & 7b (No Change) NC1-263-77-15 Items 27 & 28c (No Change)	

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TAKEN
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ONLY)

2.

c. Contributions to Agency issuances.

DESTROY when no longer needed.

NC1-263-75-7
Item 4 (CHANGE)
NC1-263-75-9
Items 33a(2) &
86a(2) (CHANGE)
NC1-263-75-10
Item 4c (No Change)
NC1-263-77-3
Item 5d (No Change)
NC1-263-77-4
Item 16c (No Change)
NC1-263-77-5
Item 7o(2)
(No Change)
NC1-263-77-6
Item 10 (No Change)
NC1-263-77-9
Item 57c (No Change)
NC1-263-77-14
Item 7c (CHANGE)

3.

Committees, Task Forces, Boards, Councils Files.

a. Records of the sponsor, secretariat, or
Agency representative of advisory or policy
formulating bodies.

PERMANENT. 1946 to present. 1403 cubic feet.
Annual growth 202 cubic feet.

NC1-263-75-2
Item 22a (No Change)
NC1-263-75-8
Item 1e (No Change)
NC1-263-75-9
Items 20a(1), 20b(1)
& 20c(1) (No Change)
NC1-263-77-8
Item 3a (No Change)
NC1-263-77-11
Item 1a (No Change)
NC1-263-77-13
Item 13a (No Change)
NC1-263-77-14
Items 13d & 13e
(No Change)
NC1-263-77-15
Item 4 (No Change)
GRS 16-12a(1),
GRS 16-12b(1)(a);
Deviates from
GRS 16-12a(2)

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TAKEN
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ONLY)

3.

b. Records of the sponsor, secretariat, or
Agency representative of non-advisory and
non-policy formulating bodies.

DESTROY 2 years after termination of group.

NC1-263-77-8
Item 3b (CHANGE)
NC1-263-77-13
Item 13c (CHANGE)
GRS 16-12a(2);
Deviates from
GRS 16-12a(1),
GRS 16-12b(1)(a)

c. All other records not covered elsewhere in
this schedule.

DESTROY when 3 years old or no longer needed
for reference, whichever is sooner.

NC1-263-76-2
Item 22b (CHANGE)
NC1-263-76-9
Items 20a(2), 20b(2)
& 20c(2) (CHANGE)
NC1-263-77-8
Item 3c (CHANGE)
NC1-263-77-9
Item 16 (CHANGE)
NC1-263-77-13
Item 13b (CHANGE)
NC1-263-77-14
Items 13c & 13f
(CHANGE)
GRS 16-12b(1)(b);
Deviates from
GRS 16-12a(1),
GRS 16-12a(2),
GRS 16-12b(1)(a)

4. Appropriations and Budget Files.

a. Correspondence or subject files documenting policy
and procedures governing budget administration.

PERMANENT. 1946 to present. 567 cubic feet.
Annual growth 101 cubic feet.

NC1-263-77-8
Item 5a(1)
(No Change)
GRS 5-1

b. Budget estimates and justification files.

DESTROY 2 years after cutoff. Cut off at end of
the fiscal year to which the budget applies.

NC1-263-76-2
Item 3 (CHANGE)
NC1-263-76-9
Items 24 & 106
(CHANGE)
NC1-263-77-3
Item 19a (No Change)

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4b.
(Cont.)

- c. Correspondence files pertaining to routine administration, internal procedures, and other matters related to the budget.

DESTROY when 2 years old.

- d. Background papers, working papers, cost statements, rough data accumulated in the preparation of the annual budget estimates, and originating component's copies of reports submitted to budget offices.

DESTROY 1 year after close of the fiscal year to which the budget applies.

- e. Periodic reports on the status of appropriation accounts and apportionment.

(1) Annual report.

DESTROY when 5 years old.

NC1-263-77-8
Item 5a(2) (CHANGE)
NC1-263-77-9
Item 74 (CHANGE)
~~NC1-263-77-13~~ *not listed*
~~Item 10 (No Change)~~
NC1-263-77-15
Item 57 (CHANGE)

NEW
GRS 5-3

NC1-263-76-10
Item 8 (CHANGE)
NC1-263-77-3
Items 19c & 19e
(CHANGE)
Item 19d (No Change)
NC1-263-77-4
Item 11 (CHANGE)
NC1-263-77-6
Item 28 (No Change)
NC1-263-77-8
Item 5b (CHANGE)
NC1-263-77-11
Item 16a (No Change)
NC1-263-77-14
Item 6 (CHANGE)
NC1-263-77-15
Item 58 (CHANGE)
GRS 5-4

NC1-263-77-15
Item 57 (CHANGE)
GRS 5-5a

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4e.

(2) All other reports.

DESTROY 3 years after close of the fiscal year.

NC1-263-77-6
Item 30 (CHANGE)
NC1-263-77-13
Item 10 (No Change)
GRS 5-5b

f. Budget apportionment and reapportionment schedules.

DESTROY 2 years after close of the fiscal year.

NEW
GRS 5-6

5. Information and Records Management Files.

a. Records management files.

DESTROY when 6 years old, or when superseded,
obsolete, or no longer needed for reference,
whichever is sooner.

NC1-263-76-2
Item 6 (CHANGE)
NC1-263-76-7
Item 1e (CHANGE)
NC1-263-76-8
Item 2a(2) (CHANGE)
NC1-263-76-9
Items 12 & 83
(CHANGE)
NC1-263-76-10
Item 2 (CHANGE)
NC1-263-77-8
Item 6 (CHANGE)
NC1-263-77-9
Item 61 (CHANGE)
NC1-263-77-13
Item 8 (CHANGE)
NC1-263-77-14
Item 10 (CHANGE)
NC1-263-77-15
Items 76d, 76e, 76g
& 77a (CHANGE)
GRS 16-11

b. Records holdings files.

DESTROY when 1 year old.

NC1-263-77-6
Item 50 (CHANGE)
NC1-263-77-8
Item 6 (CHANGE)
NC1-263-77-13
Item 8 (CHANGE)
NC1-263-77-14
Item 10 (CHANGE)
GRS 16-6b

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5.

c. Records disposition files.

DESTROY when superseded, obsolete, or no longer
needed for administrative or reference purposes.

NC1-263-76-7
Item 1e (No Change)
NC1-263-76-8
Item 2a(2)
(No Change)
NC1-263-76-9
Items 11 & 82
(No Change)
NC1-263-76-10
Item 2 (No Change)
NC1-263-77-3
Item 10 (No Change)
NC1-263-77-6
Item 50 (No Change)
NC1-263-77-8
Item 6 (No Change)
NC1-263-77-11
Item 14b (No Change)
NC1-263-77-13
Item 8 (No Change)
NC1-263-77-14
Item 10 (No Change)
NC1-263-77-15
Items 76a & 76b
(No Change)

d. Records relating to actual or impending litigation
or to matters under investigation by the Department
of Justice or Congress.

Retain or DESTROY in accordance with approved
Agency disposition instructions for the records,
or when litigation or investigation requirement
has ended, whichever is later.

NEW

e. Vital records files.

(1) Signed copies of vital records deposit slips.

DESTROY when records described on form are
removed from the Agency Archives and Records
Center (AARC).

NC1-263-76-9
Items 10 & 81
(No Change)
NC1-263-76-10
Item 2 (CHANGE)
NC1-263-77-3
Item 49b (CHANGE)
NC1-263-77-8
Item 6 (CHANGE)

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5e(1) (Cont)	(2) Working copies of vital records schedules. DESTROY when superseded by a later schedule. f. AARC service requests. DESTROY upon receipt of requested records. 6. <u>Speeches, Lectures, Briefings Files.</u> a. Mission-related presentations made by senior officials of the component to a higher level organization, the Comptroller, Congress, and similar groups. PERMANENT. 1953 to present. 804 cubic feet. Annual growth 34 cubic feet.	NC1-263-77-11 Item 14a (CHANGE) NC1-263-77-13 Item 8 (CHANGE) NC1-263-77-14 Item 10 (CHANGE) NC1-263-77-15 Item 76c (No Change) NC1-263-76-10 Item 2 (No Change) NC1-263-77-3 Item 49a (No Change) NC1-263-77-8 Item 6 (No Change) NC1-263-77-11 Item 14a (No Change) NC1-263-77-13 Item 8 (No Change) NC1-263-77-14 Item 10 (No Change) NC1-263-77-15 Item 76a (No Change) NC1-263-76-9 Item 13 (CHANGE) NC1-263-77-8 Item 6 (CHANGE) NC1-263-76-2 Item 18 (No Change) NC1-263-76-6 Item 15a (No Change) NC1-263-76-9 Items 2 & 75 (No Change) NC1-263-77-1 Item 2a (No Change) NC1-263-77-8 Item 7 (No Change) NC1-263-77-11 Item 49d(1) (No Change)	

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6a. (Cont.)		NC1-263-77-15 Item 2a(1) (No Change) Deviates from GRS 14-1	
b.	All other materials used for presentations including extra copies of scripts and audiovisual records. DESTROY when obsolete or no longer needed for current activities.	NC1-263-77-1 Item 2b (No Change) NC1-263-77-3 Item 12 (No Change) NC1-263-77-6 Item 48 (No Change) NC1-263-77-9 Item 55 (No Change) NC1-263-77-14 Item 5 (No Change) NC1-263-77-15 Items 2a(2) & 2b (No Change)	
7.	<u>Research and Development Files.</u>		
a.	R&D program files. PERMANENT. 1955 to present. 747 cubic feet. Annual growth 44 cubic feet.	NC1-263-77-8 Item 9 (No Change) NC1-263-77-11 Item 12 (No Change) GRS 19-1	
b.	R&D project case files. PERMANENT. 1955 to present. 7040 cubic feet. Annual growth 172 cubic feet.	NC1-263-76-2 Item 4 (No Change) NC1-263-77-11 (No Change) GRS 19-3	
c.	R&D general correspondence files. DESTROY when 2 years old.	NEW GRS 19-9	

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8.

Administrative Files (not covered elsewhere in this schedule).

a. Office level and above.

DESTROY no later than 5 years after cutoff.
Cut off at end of each calendar year.

NC1-263-76-3
Item 1b (CHANGE)
NC1-263-76-4
Item 1b (CHANGE)
NC1-263-76-5
Items 1b & 7a
(CHANGE)
NC1-263-76-7
Item 1c (CHANGE)
NC1-263-76-8
Item 2a(1) (CHANGE)
NC1-263-76-9
Item 1b (CHANGE)
NC1-263-76-10
Item 1b (CHANGE)
NC1-263-77-1
Items 14b, 25 & 33b
(CHANGE)
NC1-263-77-3
Item 1b (CHANGE)
NC1-263-77-4
Item 1b (CHANGE)
NC1-263-77-5
Item 22b (CHANGE)
NC1-263-77-9
Item 1b (CHANGE)
NC1-263-77-13
Item 2 (CHANGE)
NC1-263-77-14
Item 2 (CHANGE)
Deviates from
GRS 23-1

b. Below office level.

DESTROY no later than 2 years after cutoff.
Cut off at end of each calendar year.

NC1-263-76-8
Item 2a(1) (CHANGE)
NC1-263-76-9
Items 1b & 74b
(CHANGE)
NC1-263-76-10
Items 1b & 10
(CHANGE)
NC1-263-77-1
Item 33b (CHANGE)
NC1-263-77-3
Item 26 (CHANGE)

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8b.
(Cont.)

NCl-263-77-4
Item 1b (CHANGE)
NCl-263-77-6
Items 1b, 6, 31,
& 55 (CHANGE)
NCl-263-77-7
Items 12, 15, & 21
(CHANGE)
NCl-263-77-9
Item 1b (CHANGE)
NCl-263-77-11
Item 66a (CHANGE)
NCl-263-77-13
Item 2 (CHANGE)
NCl-263-77-14
Item 2 (CHANGE)
NCl-263-77-15
Item 59 (CHANGE)
Deviates from
GRS 23-1

9. Personnel Files.

a. Supplemental personnel (soft) files.

DESTROY no later than 6 months after resignation
or 18 months after retirement from the Agency.

NCl-263-76-2
Item 7a (CHANGE)
NCl-263-76-5
Item 7b (CHANGE)
NCl-263-76-8
Item 8 (CHANGE)
NCl-263-76-9
Item 16a (CHANGE)
NCl-263-76-10
Item 13 (CHANGE)
NCl-263-77-1
Item 29 (CHANGE)
NCl-263-77-3
Item 15a (CHANGE)
NCl-263-77-4
Item 17a (CHANGE)
NCl-263-77-6
Items 17a & 17c
(CHANGE)
NCl-263-77-7
Item 3a (CHANGE)
NCl-263-77-8
Item 12a (CHANGE)

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REQUEST FOR RECORDS DISPOSITION AUTHORITY -- CONTINUATION		JOB NO.	PAGE 16 OF 39
7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARS USE ONLY)
9a. (Cont.)		NCl-263-77-11 Items 35a & 66b (CHANGE) NCl-263-77-14 Item 23e (CHANGE) NCl-263-77-15 Items 44a, 44b & 44c (CHANGE) NCl-263-79-1 Item 7a (CHANGE) Deviates from GRS 1-18	
	b. Consultant and contract employee files. Upon termination of contract, screen files, DESTROY transitory and nonrecord material, then transfer remaining material to the Office of Personnel. (See NCl-263-84-12, Item 8a.)	NCl-263-76-2 Item 7c (No Change) NCl-263-76-9 Item 16b (No Change) NCl-263-77-3 Item 15b (No Change) NCl-263-77-4 Item 17b (No Change) Item 17d (CHANGE) NCl-263-77-6 Item 17b (No Change) NCl-263-77-8 Item 12c (No Change) NCl-263-77-9 Item 9b (No Change) NCl-263-77-11 Item 35c (No Change) NCl-263-77-15 Item 44d (No Change)	
	c. Applicant files. DESTROY immediately upon cancellation of processing. If applicant is hired, transfer to supplemental personnel (soft) file (Item 9a above).	NCl-263-77-4 Item 17c (CHANGE) NCl-263-77-11 Item 35b (CHANGE) NCl-263-77-14 Item 23d (CHANGE) NCl-263-77-15 Item 44e (No Change)	

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REQUEST FOR RECORDS DISPOSITION AUTHORITY - CONTINUATION

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7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARS USE ONLY)
	d. Personnel control records. DESTROY when superseded, obsolete, or no longer needed.	NCL-263-76-9 Items 15d & 19 (CHANGE) Item 17 (No Change) NCL-263-77-6 Items 22 & 25 (No Change) Items 23 & 24 (CHANGE) NCL-263-77-9 Item 23 (No Change) NCL-263-77-11 Item 32 (No Change) NCL-263-77-13 Item 30c (No Change) NCL-263-77-15 Item 47 (CHANGE)	
	e. Files relating to general administration and operation of personnel functions. DESTROY when superseded, obsolete, or no longer needed.	NCL-263-77-3 Item 16d (No Change) Items 17a & 17b (CHANGE) NCL-263-77-6 Item 16b (No Change) Items 21 & 26 (CHANGE) NCL-263-77-14 Item 23c (CHANGE) NCL-263-77-15 Item 45 (CHANGE) Item 46 (No Change)	
	f. Career Service Board and Panel files. (1) Career Service, Sub-Group, and Panel files. (a) Official records of the Career Service and Sub-Group Boards and Panels. PERMANENT. 1952 to present. 71 cubic feet. Annual growth 22 cubic feet.	NCL-263-76-2 Item 5 (No Change) NCL-263-76-9 Item 20d(1) (CHANGE) NCL-263-77-3 Item 16a (No Change) NCL-263-77-4 Item 20 (No Change)	

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7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARS USE ONLY)
9f(1)(a) (Cont.)		NC1-263-77-8 Item 3b (CHANGE) NC1-263-77-11 Item 33a (No Change) NC1-263-77-14 Item 23a (No Change) NC1-263-79-1 Item 7c (CHANGE)	
	(b) Written report of the findings of the Boards and panels. DESTROY 3 years after panel action.	NC1-263-76-9 Item 20d(1) (CHANGE) NC1-263-77-1 Item 27 (CHANGE) NC1-263-77-11 Item 33b (CHANGE) NC1-263-77-15 Item 48 (CHANGE)	
	(c) Working papers of the Career Service and Sub-Group Boards and Panels. DESTROY no later than 3 years after panel action.	NC1-263-76-9 Item 20d(2) (CHANGE) NC1-263-77-6 Item 18 (CHANGE) NC1-263-77-11 Item 33c (CHANGE) NC1-263-77-14 Item 23b (CHANGE) NC1-263-79-1 Item 7d (CHANGE)	
	(d) Informal notes and scoresheets of individual panelists. DESTROY immediately after panel action.	NC1-263-77-11 Item 33c (No Change)	
	(2) Duplicates of staffing complements, staffing patterns, TO's, position control registers, position descriptions, machine listings of positions and personnel, language rosters and other personnel management categories. DESTROY when superseded or no longer needed.	NC1-263-76-2 Item 7d (No Change) NC1-263-76-9 Item 18 (No Change) NC1-263-77-3 Item 16b (No Change) NC1-263-77-6 Item 20 (No Change) NC1-263-77-8 Item 12d(2) (CHANGE)	

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REQUEST FOR RECORDS DISPOSITION AUTHORITY - CONTINUATION		JOB NO.	PAGE 19 OF 39
7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARS USE ONLY)
9.	g. EEO general files. DESTROY when 3 years old or when superseded or obsolete, whichever is sooner. h. Employee suggestion files. DESTROY when 2 years old. i. Personal "Hold" files. Return to employee when employee returns from assignment.	NC1-263-77-3 Item 17c (CHANGE) NC1-263-77-14 Item 19 (CHANGE) GRS 1-26g NC1-263-77-6 Item 12 (CHANGE) NC1-263-77-11 Item 38a (CHANGE) NC1-263-77-14 Item 20 (No Change) NC1-263-77-15 Item 49 (No Change) GRS 1-12 NC1-263-76-9 Item 14 (No Change) NC1-263-77-11 Item 24 (No Change) NC1-263-77-13 Item 29 (No Change)	
10.	<u>Training Files.</u> a. Internal training files. DESTROY when superseded or obsolete. b. External training files. DESTROY when superseded or obsolete.	NC1-263-76-2 Item 8a (CHANGE) Item 8b (No Change) NC1-263-77-4 Item 15 (No Change) NC1-263-77-8 Item 13b (No Change) NC1-263-77-15 Item 39 (NO Change) Item 40 (CHANGE) NC1-263-76-2 Item 8a (CHANGE) NC1-263-77-3 Item 18 (No Change) NC1-263-77-4 Item 15 (No Change) NC1-263-77-8 Item 13b (No Change)	

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REQUEST FOR RECORDS DISPOSITION AUTHORITY - CONTINUATION

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7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARS USE ONLY)
10b. (Cont.)		NCl-263-77-15 Item 39 (No Change) Item 40 (CHANGE)	
	c. Training aids. DESTROY when superseded or obsolete.	NCl-263-76-9 Items 5, 50, 78 & 144e (No Change)	
	d. Employee training files. DESTROY when superseded or obsolete.	NCl-263-77-6 Item 19 (CHANGE) NCl-263-77-15 Item 43 (CHANGE)	
	e. Component courses.		
	(1) Mission-related courses. PERMANENT. 1957 to present. 149 cubic feet. Annual growth 14 cubic feet.	NCl-263-76-9 Items 4a, 21 & 77a (No Change) NCl-263-77-8 Item 13a(1) (No Change) NCl-263-77-9 Items 58b & 60b (No Change) NCl-263-77-11 Item 44 (No Change)	
	(2) All other courses. DESTROY no later than 1 year after course is discontinued.	NCl-263-76-9 Items 4b & 77b (CHANGE) NCl-263-76-10 Item 7 (CHANGE) NCl-263-77-3 Item 51 (CHANGE) NCl-263-77-8 Item 13a(2) (CHANGE) NCl-263-77-9 Item 60a (CHANGE) NCl-263-77-15 Items 41 & 42 (CHANGE)	

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7.
ITEM
NO.

8. DESCRIPTION OF ITEM
(With Inclusive Dates or Retention Periods)

9. GRS OR
SUPERSEDED
JOB
CITATION

10. ACTION
TAKEN
(NARS USE
ONLY)

11.

Travel and Transportation Files.

a. Employee travel files.

DESTROY when 3 years old.

NC1-263-76-2
Item 11 (CHANGE)
NC1-263-76-10
Item 9 (CHANGE)
NC1-263-77-4
Item 14 (CHANGE)
NC1-263-77-6
Item 27 (CHANGE)
NC1-263-77-7
Item 3b (CHANGE)
NC1-263-77-8
Item 14 (CHANGE)
NC1-263-77-9
Item 76 (CHANGE)
GRS 9-4

b. Duplicates of records relating to shipment of
freight or household goods.

DESTROY when 3 years old.

NEW
GRS 9-1b

c. General travel and transportation files.

DESTROY when 2 years old.

NC1-263-76-9
Item 41 (CHANGE)
NC1-263-76-10
Item 9 (CHANGE)
NC1-263-77-3
Item 20 (CHANGE)
NC1-263-77-8
Item 14 (CHANGE)
NC1-263-77-15
Item 50 (CHANGE)
GRS 9-5a

12.

Security Files.

a. Correspondence, memoranda, reports, and related
material pertaining to security in component.

DESTROY when 2 years old.

NC1-263-77-7
Items 4 & 6 (CHANGE)
NC1-263-77-8
Item 15 (CHANGE)

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REQUEST FOR RECORDS DISPOSITION AUTHORITY - CONTINUATION

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7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARS USE ONLY)
12a. (Cont.)		NCL-263-77-15 Items 32 & 35 (CHANGE) GRS 18-9, GRS 18-22	
	b. Security violation records. DESTROY 2 years after final action or when no longer needed, whichever is sooner.	NCL-263-77-6 Item 126 (CHANGE) NCL-263-77-15 Item 36 (CHANGE) GRS 18-25b	
	c. Personnel security clearance status files. DESTROY when superseded or obsolete.	NCL-263-76-7 Item 6 (No Change) NCL-263-76-9 Item 22 (No Change) NCL-263-77-14 Item 22 (CHANGE) NCL-263-77-15 Item 33 (CHANGE) GRS 18-24	
	d. Security Check Sheet files. DESTROY when completely filled in.	NCL-263-77-7 Item 7 (CHANGE) NCL-263-77-9 Item 49 (CHANGE) Deviates from GRS 18-19b	
13.	<u>Information Accounting and Control Files.</u>		
	a. Top Secret collateral document accounting control files, excluding Restricted Data. DESTROY 5 years after the documents shown on the accounting record are downgraded, transferred outside the control area, or destroyed.	NCL-263-76-2 Items 12a(1) & 12a(2) (No Change) NCL-263-76-3 Item 7a (No Change) NCL-263-76-4 Item 7e (No Change) NCL-263-76-5 Item 6a (No Change) NCL-263-76-6 Item 8b (No Change) NCL-263-76-7 Item 7a (No Change)	

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REQUEST FOR RECORDS DISPOSITION AUTHORITY - CONTINUATION		JOB NO.	PAGE 23 OF 39
7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARS USE ONLY)
13a. (Cont.)		NC1-263-76-8 Item 3a (No Change) NC1-263-76-9 Items 15b & 84b (No Change) NC1-263-76-10 Item 3a (No Change) NC1-263-77-3 Item 4a (No Change) NC1-263-77-4 Item 6a (No Change) NC1-263-77-5 Item 5b (No Change) NC1-263-77-6 Items 35a & 35c (No Change) Item 35b (CHANGE) NC1-263-77-8 Item 18a(1) (No Change) NC1-263-77-9 Item 18d (No Change) NC1-263-77-11 Item 53a (No Change) NC1-263-77-13 Item 12a (No Change) NC1-263-77-14 Item 12a (No Change) NC1-263-77-15 Item 77c (No Change) GRS 18-6a	
	b. Top Secret cover sheets (collateral). Transfer to Agency Top Secret Control Officer when the document is downgraded, destroyed, or transferred outside the Agency. (See NC1-263-84-1, Item 12b).	NC1-263-76-2 Item 12a(3) (No Change) NC1-263-76-3 Item 7b (No Change) NC1-263-76-4 Item 7f (No Change) NC1-263-76-7 Item 7a (No Change) NC1-263-76-8 Item 3b (No Change) NC1-263-76-9 Items 15a & 84a (No Change) NC1-263-77-8 Item 18a(2) (No Change)	

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7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARS USE ONLY)
13b. (Cont.)	c. Top Secret and below Codeword and Restricted Data document accounting control files. DESTROY 5 years after the documents shown on the accounting record are declassified, transferred outside the control area, or destroyed.	NC1-263-77-13 Item 12b (No Change) NC1-263-77-14 Item 12b (No Change) NC1-263-76-2 Items 12a(1) & 12a(2) (No Change) NC1-263-76-3 Item 7a (No Change) NC1-263-76-4 Item 7e (No Change) NC1-263-76-6 Item 8c (No Change) NC1-263-76-7 Item 7a (No Change) NC1-263-76-8 Item 3a (No Change) Item 3c (CHANGE) NC1-263-76-9 Items 15b & 84b (No Change) NC1-263-76-10 Item 3a (No Change) NC1-263-77-3 Item 4g (No Change) NC1-263-77-4 Item 6a (No Change) NC1-263-77-5 Item 5b (No Change) NC1-263-77-6 Items 35c & 35d (No Change) NC1-263-77-8 Item 18a(1) (No Change) NC1-263-77-9 Item 18d (No Change) NC1-263-77-11 Item 53a (No Change) Item 53b (CHANGE) NC1-263-77-13 Item 12a (No Change) NC1-263-77-14 Item 12a (No Change) NC1-263-77-15 Item 77c (No Change)	

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REQUEST FOR RECORDS DISPOSITION AUTHORITY - CONTINUATION		JOB NO.	PAGE 25 OF 39
7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARS USE ONLY)
13.	d. Secret and below collateral document accounting records, excluding Restricted Data. DESTROY 2 years after cutoff. Cut off at end of each calendar year.	NC1-263-76-3 Item 7c (CHANGE) NC1-263-76-7 Item 7b (CHANGE) NC1-263-76-8 Item 3c (No Change) NC1-263-76-9 Items 15c & 84c (No Change) NC1-263-76-10 Item 3b (No Change) NC1-263-77-3 Item 4h (CHANGE) NC1-263-77-4 Item 6b (CHANGE) NC1-263-77-9 Item 18c (No Change) NC1-263-77-11 Item 53b (CHANGE) GRS 18-5	
	e. Document receipts and pouch manifest forms. DESTROY when 2 years old.	NC1-263-76-2 Items 12d & 12g (CHANGE) NC1-263-76-3 Item 7d (No Change) NC1-263-76-4 Item 7a (CHANGE) NC1-263-76-5 Item 6d (No Change) NC1-263-76-9 Items 15c & 84c (No Change) NC1-263-76-10 Item 3d (CHANGE) NC1-263-77-1 Item 5b (No Change) NC1-263-77-3 Item 4f (CHANGE) NC1-263-77-4 Item 6d (CHANGE) NC1-263-77-5 Items 5c & 23b (No Change) NC1-263-77-6 Item 37 (CHANGE) Item 38 (No Change)	

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7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARS USE ONLY)
13e. (Cont.)		NCL-263-77-8 Items 18c & 18f (CHANGE) NCL-263-77-9 Item 18a (CHANGE) NCL-263-77-11 Item 53c (No Change) Items 53f, 72d & 72e (CHANGE) NCL-263-77-13 Item 12e (No Change) NCL-263-77-14 Item 12d (CHANGE) NCL-263-77-15 Item 67b (No Change) Items 74, 77d & 79b (CHANGE) GRS 18-3 NCL-263-76-2 Item 12h (CHANGE) NCL-263-76-3 Item 7e (No Change) NCL-263-76-4 Item 7b (No Change) NCL-263-76-5 Item 6e (No Change) NCL-263-76-7 Item 8 (No Change) NCL-263-76-8 Item 3d (No Change) NCL-263-76-9 Item 15e (No Change) NCL-263-76-10 Item 3c (CHANGE) NCL-263-77-1 Item 5c (No Change) NCL-263-77-3 Item 4e (CHANGE) NCL-263-77-4 Item 6c (CHANGE) NCL-263-77-5 Item 5d (CHANGE) Item 23c (No Change) NCL-263-77-8 Item 18g (CHANGE) NCL-263-77-9 Item 18b (No Change)	
	f. Courier receipts. DESTROY when 3 months old.		

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REQUEST FOR RECORDS DISPOSITION AUTHORITY - CONTINUATION

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7.
ITEM
NO.

8. DESCRIPTION OF ITEM
(With Inclusive Dates or Retention Periods)

9. GRS OR
SUPERSEDED
JOB
CITATION

10. ACTION
TAKEN
(NARS USE
ONLY)

13f.
(Cont.)

g. Logs used to account for classified and unclassified information.

DESTROY 1 year after cutoff. Cut off at end of each calendar year.

NC1-263-77-11
Item 53d (No Change)
NC1-263-77-13
Item 12c (CHANGE)
NC1-263-77-14
Item 12e (CHANGE)
NC1-263-77-15
Items 75b & 77d
(CHANGE)

NC1-263-77-2
Item 12b (No Change)
Item 12c (CHANGE)
NC1-263-77-5
Items 6b & 6c
(CHANGE)
NC1-263-77-1
Item 19 (CHANGE)
NC1-263-77-3
Items 4c & 4d
(No Change)
NC1-263-77-4
Item 7 (No Change)
NC1-263-77-6
Items 36a, 36c & 42
(CHANGE)
Item 36b (No Change)
NC1-263-77-7
Item 9a (No Change)
NC1-263-77-8
Item 18b(1)
(No Change)
Item 18b(2) (CHANGE)
NC1-263-77-11
Item 71a (CHANGE)
NC1-263-77-13
Item 12f (CHANGE)
NC1-263-77-14
Item 12c (No Change)
NC1-263-77-15
Item 75a (CHANGE)
GRS 12-6a

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7.
ITEM
NO.

8. DESCRIPTION OF ITEM
(With Inclusive Dates or Retention Periods)

9. GRS OR
SUPERSEDED
JOB
CITATION

10. ACTION
TAKEN
(NARS USE
ONLY)

13.

h. Registered, certified, and special delivery mail including receipts and return receipts.

DESTROY when 1 year old.

NCL-263-77-5
Item 23d (No Change)
NCL-263-77-6
Item 39 (No Change)
NCL-263-77-7
Items 9b & 9c
(No Change)
NCL-263-77-9
Items 18f & 18g
(No Change)
GRS 12-5a

i. Request for OS Mailing, Form 1637.

DESTROY when 3 months old or no longer needed, whichever is sooner.

NCL-263-77-6
Item 43 (CHANGE)

j. Control, finding, and maintenance records.

Retain or DESTROY in accordance with approved Agency disposition instructions for the corresponding files, or for the appropriate Items 13a through 13i above, whichever is later.

NCL-263-76-4
Item 7c (CHANGE)
NCL-263-76-6
Item 7 (No Change)
Item 8a (CHANGE)
NCL-263-76-9
Item 85 (CHANGE)
NCL-263-77-1
Item 5a (CHANGE)
NCL-263-77-3
Item 4b (CHANGE)
NCL-263-77-4
Item 3 (No Change)
NCL-263-77-5
Items 5a & 23a
(CHANGE)
NCL-263-77-6
Item 7 (No Change)
Items 34 (CHANGE)
NCL-263-77-9
Item 18h (CHANGE)
NCL-263-77-11
Item 50 (No Change)

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7.
ITEM
NO.

8. DESCRIPTION OF ITEM
(With Inclusive Dates or Retention Periods)

9. GRS OR
SUPERSEDED
JOB
CITATION

10. ACTION
TAKEN
(NARS USE
ONLY)

14.

Financial Accounting Files.

DESTROY when 2 years old.

NC1-263-76-9
Items 25c, 26a, 27,
30, 31, 32, 105, 108,
& 134 (CHANGE)
NC1-263-77-1
Item 26 (CHANGE)
NC1-263-77-4
Items 12 & 13
(CHANGE)
NC1-263-77-6
Items 29 & 32b
(No Change)
Item 32a (CHANGE)
NC1-263-77-7
Item 10 (No Change)
NC1-263-77-8
Item 16a (CHANGE)
NC1-263-77-9
Item 75 (CHANGE)
NC1-263-77-11
Items 22 & 28
(CHANGE)
NC1-263-77-15
Items 51, 52, 53, 54,
55 & 56 (CHANGE)
GRS 7-1

15.

Logistics Files.

a. Contract files.

(1) Record copy of contract files.

Transfer to Office of Logistics when no longer
needed in current files area, *for disposition in accordance with*
~~See~~ NC1-263-84-6, Item 15.* *26 K*
Per

NC1-263-77-11
Item 13b(1) (CHANGE)

(2) Duplicates of contracts.

DESTROY upon completion of contract.

NC1-263-76-9
Item 128 (CHANGE)
NC1-263-76-10
Item 14 (CHANGE)
NC1-263-77-7
Item 17 (CHANGE)
NC1-263-77-8
Item 17a (No Change)

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7.
ITEM
NO.

8. DESCRIPTION OF ITEM
(With Inclusive Dates or Retention Periods)

9. GRS OR
SUPERSEDED
JOB
CITATION

10. ACTION
TAKEN
(NARS USE
ONLY)

15a.
(Cont.)

b. Requisition files.

DESTROY 1 year after cutoff. Cut off at end of
each fiscal year.

NC1-263-77-11

Item 13b(2)

(No Change)

Item 25 (CHANGE)

GRS 3-4c

NC1-263-76-2

Item 12j (CHANGE)

NC1-263-76-9

Items 26b, 34, 35,

131, 132 & 136

(CHANGE)

Item 116 (No Change)

NC1-263-76-10

Item 12a (CHANGE)

NC1-263-77-3

Item 8 (CHANGE)

NC1-263-77-4

Item 18 (No Change)

NC1-263-77-8

Item 17b (No Change)

NC1-263-77-9

Items 53a & 77

(CHANGE)

NC1-263-77-11

Items 13b(2), 27 &

69a (CHANGE)

NC1-263-77-13

Item 9 (No Change)

NC1-263-77-15

Item 63 (CHANGE)

c. Loan issue receipts for accountable property.

DESTROY receipt forms upon turn-in of property or
when superseded by consolidated memorandum of
receipt (CMR). Destroy CMR when superseded or
obsolete.

NC1-263-76-9

Items 38 & 56

(CHANGE)

Items 133 & 143

(No Change)

NC1-263-76-10

Item 12c (CHANGE)

NC1-263-77-1

Item 28 (CHANGE)

NC1-263-77-8

Item 17c (No Change)

NC1-263-77-11

Item 26 (CHANGE)

NC1-263-77-13

Item 11 (CHANGE)

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7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARS USE ONLY)
15.	d. Stock record card. DESTROY 6 months after audit.	NC1-263-76-10 Item 12d (CHANGE) NC1-263-77-8 Item 17d (No Change) NC1-263-77-9 Item 53b (No Change)	
	e. Property passes authorizing removal of property or materials. DESTROY 3 months after expiration or revocation.	NEW GRS 18-13	
	f. Equipment inventory files. DESTROY 2 years after date of survey action or posting.	NC1-263-76-9 Item 39 (No Change) Item 40 (CHANGE) NC1-263-76-10 Item 12b (CHANGE) NC1-263-77-6 Item 88 (No Change) GRS 3-10c	
16.	<u>Chronological Files.</u>		
	a. Office level and above. DESTROY no later than 2 years after cutoff. Cut off at end of each calendar year.	NC1-263-76-3 Item 1c (CHANGE) NC1-263-76-4 Item 1c (CHANGE) NC1-263-76-6 Item 2 (CHANGE) NC1-263-76-7 Item 5 (CHANGE) NC1-263-76-9 Items 1c & 74c (CHANGE) NC1-263-76-10 Item 1c (CHANGE) NC1-263-77-1 Item 36 (CHANGE) NC1-263-77-3 Item 1c (CHANGE) NC1-263-77-4 Item 2 (CHANGE) NC1-263-77-5 Item 3 (CHANGE)	

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16a. (Cont.)	b. Below office level. DESTROY no later than 1 year after cutoff. Cut off at end of each calendar year.	NC1-263-77-6 Item 2 (CHANGE) NC1-263-77-9 Item 17 (CHANGE) NC1-263-77-14 Item 3 (CHANGE) NC1-263-77-15 Item 73a (CHANGE) NC1-263-76-3 Item 1c (CHANGE) NC1-263-76-4 Item 1c (CHANGE) NC1-263-76-6 Item 2 (CHANGE) NC1-263-76-7 Item 5 (CHANGE) NC1-263-76-9 Items 1c & 74c (CHANGE) NC1-263-76-10 Item 1c (CHANGE) NC1-263-77-1 Item 36 (CHANGE) NC1-263-77-4 Item 2 (CHANGE) NC1-263-77-5 Item 3 (CHANGE) NC1-263-77-6 Items 2, 8 & 9 (CHANGE) NC1-263-77-7 Item 1b (CHANGE) NC1-263-77-9 Item 17 (CHANGE) NC1-263-77-11 Items 66a, 72a, 72b & 72c (CHANGE) NC1-263-77-13 Item 4a (CHANGE) NC1-263-77-14 Item 3 (CHANGE) NC1-263-77-15 Item 73b (CHANGE)	

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17.

Reference Files.

DESTROY when superseded, obsolete, or no longer needed.

NC1-263-76-3
Item 5 (No Change)
Item 6 (CHANGE)
NC1-263-76-4
Items 3b, 4, 5 & 6
(No Change)
Item 3c (CHANGE)
NC1-263-76-6
Items 3b, 3c & 5
(CHANGE)
Item 4 (No Change)
NC1-263-76-7
Items 9 & 10
(No Change)
NC1-263-76-8
Item 2d (No Change)
NC1-263-76-9
Items 3, 42, 55, 76,
141, 142, 144f & 145
(No Change)
NC1-263-76-10
Items 5 & 6
(No Change)
NC1-263-77-1
Items 3, 4 & 18
(No Change)
NC1-263-77-3
Items 6, 13, 40 & 54
(No Change)
NC1-263-77-4
Items 9, 10, 19 & 42
(No Change)
NC1-263-77-5
Item 2d (CHANGE)
Items 4 & 22a
(No Change)
NC1-263-77-6
Item 33 (No Change)
NC1-263-77-7
Items 2 & 14
(No Change)
NC1-263-77-8
Item 20b (No Change)
NC1-263-77-9
Item 53a (No Change)
NC1-263-77-11
Items 9a, 9b, 49a(1),
49a(3) & 49a(4)
(No Change)

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TAKEN
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ONLY)

17.
(Cont.)

NC1-263-77-13
Items 6 & 86a
(No Change)
NC1-263-77-14
Item 9 (No Change)
Item 30 (CHANGE)
NC1-263-77-15
Item 64 (No Change)
Item 69 (CHANGE)

18.

Working Files.

- a. Working papers on finished or unfinished programs, projects, reports, and duplicates of documents and miscellaneous papers not covered elsewhere in this schedule.

Screen annually. File substantive documents in appropriate official file. DESTROY duplicates and transitory information.

NC1-263-76-2
Item 2 (CHANGE)
Item 19 (No Change)
NC1-263-76-3
Item 8 (No Change)
NC1-263-76-4
Item 2 (No Change)
NC1-263-76-5
Item 5 (CHANGE)
NC1-263-76-6
Items 9 & 10
(No Change)
NC1-263-76-8
Item 2b (No Change)
Item 2c(2) (CHANGE)
NC1-263-76-9
Item 52 (No Change)
NC1-263-77-1
Item 37 (No Change)
NC1-263-77-3
Items 3 & 53
(No Change)
NC1-263-77-4
Item 5 (No Change)
NC1-263-77-5
Items 2c & 7n
(CHANGE)
Item 22c (No Change)
NC1-263-77-6
Item 4b (No Change)
NC1-263-77-8
Item 21a (No Change)
NC1-263-77-13
Items 3, 86c & 89c
(No Change)

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18a.
(Cont.)

b. Copies of working papers and other job related papers, held for personnel on detail duty to other Agency components or on TDY or PCS.

DESTROY when 3 years old, provided personnel have not reclaimed.

NC1-263-77-14
Item 4 (No Change)
NC1-263-77-15
Items 31 & 61
(No Change)
Item 62 (CHANGE)

NC1-263-77-8
Item 21b (No Change)
NC1-263-77-11
Item 9a (CHANGE)

19. Liaison Files.

PERMANENT. 1946 to present. 122 cubic feet.
Annual growth 15 cubic feet.

NC1-263-76-7
Item 2b (No Change)
NC1-263-77-8
Item 23a (No Change)
NC1-263-77-9
Item 32 (CHANGE)
NC1-263-77-11
Item 1b (No Change)
NC1-263-77-15
Items 6a & 7
(No Change)

20. Freedom of Information Act, Privacy Act, and Executive Order Declassification Files.

a. FOIA/PA/EO request processing files.

(1) When granting access to all the requested records and information or when responding to requests for information believed to be non-existent, to requesters who provide descriptions believed to be inadequate, or to requesters who fail to pay Agency fees.

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20a(1).	(a) Requests <u>not</u> appealed.	NEW	
	DESTROY 2 years after date of final Agency reply.	GRS 14-16a(1), GRS 14-16a(2)(a), GRS 14-25a(1), GRS 14-25a(2)(a)	
	(b) Requests appealed.	NEW	
	DESTROY 10 years after final action by the Agency or final adjudication by the courts, whichever is later.	Deviates from GRS 14-16a(2)(b), GRS 14-17a, GRS 14-25a(2)(b)	
	(2) When denying access to all or part of the requested records.		
	(a) Requests <u>not</u> appealed.	NEW	
	DESTROY 5 years after date of final Agency reply.	GRS 14-16a(3)(a), GRS 14-25a(3)(a)	
	(b) Requests appealed.	NEW	
	DESTROY 10 years after final action by the Agency or final adjudication by the courts, whichever is later.	Deviates from GRS 14-16a(3)(b), GRS 14-17a, GRS 14-25a(3)(b)	
	(3) When responding to PA requests for information from requesters who do not provide sufficient personal identification.	NEW	
	DESTROY 3 months after Agency request for proof of identity, provided requester has not responded.		
	b. FOIA/PA/EO requested records.	NCL-263-77-5	
	Retain or DESTROY in accordance with approved Agency disposition instructions for the records, or in accordance with Items 20a(1) through 20a(3) above, whichever is later.	Items 8a & 24b (No Change) NCL-263-77-8 Item 24a (No Change) NCL-263-77-11 Item 54a (No Change) GRS 14-16b, GRS 14-17b, GRS 14-25b	

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20.

c. FOIA/PA/EO sanitized records.

Retain or DESTROY in accordance with Item 20a(2) above, or DESTROY when superseded by a more complete disclosure, whichever is sooner.

NC1-263-76-5
Items 11 & 12a
(No Change)
NC1-263-76-6
Items 12 & 13a
(No Change)
NC1-263-76-7
Items 15 & 16a
(No Change)
NC1-263-76-8
Item 4 (No Change)
NC1-263-76-9
Items 69, 70a, 146 &
147a (No Change)
NC1-263-77-1
Items 6, 7a, 20, 21a,
30, 31a, 38 & 39a
(No Change)
NC1-263-77-4
Items 51 & 52
(No Change)
NC1-263-77-5
Items 8a, 24a &
24c (No Change)
NC1-263-77-8
Item 24b (No Change)
NC1-263-77-9
Items 78 & 79a
(No Change)
NC1-263-77-11
Item 54b (No Change)
NC1-263-77-14
Items 14 & 15
(No Change)

d. PA amended records.

Retain or DESTROY in accordance with approved Agency disposition instructions for the records, or DESTROY 10 years after final adjudication by the courts, whichever is later, or DESTROY when superseded by amended version. Prior to destroying superseded information, extract any data that must be held in a non-personal-identifier-retrieved file for financial or other official requirements.

NC1-263-76-5
Item 12a (CHANGE)
NC1-263-76-6
Item 13a (CHANGE)
NC1-263-77-8
Item 24c (CHANGE)
NC1-263-77-11
Item 54c (CHANGE)
Deviates from
GRS 14-26

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TAKEN
(NARS USE
ONLY)

20.

e. PA disclosure accounting records.

Retain or DESTROY in accordance with approved Agency disposition instructions for the related subject individual's records, or DESTROY 5 years after the disclosure for which the accounting was made, whichever is later.

NC1-263-76-5
Item 12b (No Change)
NC1-263-76-7
Item 13b (No Change)
NC1-263-76-7
Item 16b (No Change)
NC1-263-77-1
Items 7b, 21b, 31b,
& 39b (No Change)
NC1-263-77-9
Items 70b & 147b
(No Change)
NC1-263-77-8
Item 24d (No Change)
NC1-263-77-9
Item 79b (No Change)
NC1-263-77-11
Item 54d (No Change)
NC1-263-77-13
Item 91 (No Change)
NC1-263-77-14
Item 16 (No Change)
GRS 14-27

f. FOIA/PA/EO administrative files.

DESTROY when 2 years old or when no longer needed for administrative use, whichever is sooner.

NC1-263-76-5
Item 13 (No Change)
NC1-263-76-6
Item 14 (CHANGE)
NC1-263-76-7
Item 17 (CHANGE)
NC1-263-76-8
Item 5 (CHANGE)
NC1-263-76-9
Items 71 & 148
(CHANGE)
NC1-263-77-1
Items 8, 22, 32 &
40 (CHANGE)
NC1-263-77-5
Item 24d (CHANGE)
NC1-263-77-6
Item 15 (CHANGE)
NC1-263-77-9
Item 80 (CHANGE)
NC1-263-77-11
Item 54e (CHANGE)
NC1-263-77-13
Item 92 (CHANGE)

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20e.
(Cont.)

NC1-263-77-14
Item 17 (CHANGE)
NC1-263-77-15
Item 80 (CHANGE)
GRS 14-20
GRS 14-30

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