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**Date:** May 2, 2017  
**Appraiser:** Meredith Scheiber, ACRA  
**Agency:** Central Intelligence Agency  
**Subject:** DAA-0263-2016-0001

*5/8/17 LAC*

## INTRODUCTION

### Schedule Overview

Indices to Other Files

### Overall Recommendation

I recommend approval with proposed changes to one or more items, as provided below.

## APPRAISAL

The agency will be required to revised the “Records Schedule applies to” field from “Agency-wide” to “Directorate of Digital Innovation.”

### Item 0001: Card Indices

The records in this item were appraised as permanent in job number NC1-263-77-2, item 61d(1), Intellofax Document Index; Index to CIA Documents. At the time of the appraisal in 1977 it was noted the card indices were a finding aid to a master index to the library collection NC1-263-77-2, item 60a(1), part of the Intellofax system. This system was an IBM punch card indexing/retrieval system for intelligence reports received by CIA (scheduled as permanent in job number N1-263-12-01, item P-12 Intelligence Reports and Related Records) and were managed in a now defunct library. The Intellofax system began in 1938 and input to the system ceased in 1967. These card indices are no longer created by the agency.

ACRA conducted a review of the records and the cards include the subject of the intelligence report, occasionally include either a miniature photocopy or microfiche copy of the cover of the report, or a very short one to two sentence statement of the subject of the report, and the reports location in the library (from the time). When the intelligence reports were moved from the library to the Agency Records Center, they were cataloged (by title, report number, and new location) in the records center database. When this move occurred, Item 60(a)1 (master index to the library collection) became obsolete to the Agency and any other secondary use as the cards served as an index to a specific location. In addition there is no unique information captured on the cards that warrant preservation by the National Archives. The Agency Records Center database now serves as the current index for the underlying intelligence reports. Corresponding

box lists and agency generated finding aids will be included in the accessioning documentation for the underlying intelligence reports at the time of transfer to NARA.

**Proposed Disposition:** Temporary

**Appropriateness of Proposed Disposition:** Appropriate

**Appraisal Justification:**

\* Has little or no research value. Since the transfer of the reports from the library to the Agency Records Center the cards have ceased to serve as any type of index to the intelligence reports received by the Agency. The synopsis and “photo” on the card provide no unique or consistent secondary value information to the reports since it varies from card to card. Additionally, since the cards are in paper, there is no efficient way for researchers to mine or browse the cards for specific keywords or topics. Lastly, NARA will receive the equivalent, if not the same exact information contained in these cards (sans library location information), in the records center database information included in the transfer of the reports to NARA.

\* The volume of these cards is 4000 boxes (estimated 600-800 cubic feet). When coupled with the diminished index value and the existence of no secondary value, such a large volume of records does not warrant the space and preservation resources of the National Archives.

**Adequacy of Proposed Retention Period:** Adequate from the standpoint of legal rights and accountability. These records are no longer produced as part of the agency’s business process.

**Media Neutrality:** Not Approved. Recordkeeping copy is limited to paper. The agency will be required to revise this in the schedule.

**Item 0002: Card Index to Historical Source Files**

The records are an unscheduled card index to historical source file documents (scheduled as permanent in job number NC1-263-84-13, item 1a, Published Histories and 1c, Unfinished Historical Reports) and are no longer created by the agency. The use of ‘card index’ for these records is a misnomer as they are instead a cross between a location index and a buckslip used to send documents from one office to another. ACRA conducted a review of the records and the cards include the document control number (location information) and date sent/received. It may also contain a short subject/title of the document and To/From information, but this varies and is not consistent. The historical source files were relocated and are now held in the Agency’s Records Center. When the source files were moved to the records center this card “index” became obsolete, because the location information present on the cards is rendered irrelevant and obsolete. Information on each file and its location are now maintained in the records center database and is the current index for the records. Corresponding box lists and agency generated finding aids will be included in the accessioning documentation for the underlying intelligence reports at the time of transfer to NARA.

*NOTE: The appraisal of these records does not impact the existing approved disposition for the items noted from job number NI-263-84-13, nor does it impact the pending reevaluation of item 1c Unfinished Historical Reports by NARA and CIA.*

**Proposed Disposition:** Temporary

**Appropriateness of Proposed Disposition:** Appropriate

**Appraisal Justification:**

\* Has little or no research value. Since the transfer of the historical source files to the Agency Records Center, the cards have ceased to serve as an index to the reports. There is no secondary value contained in the cards. This information is not unique and does not provide additional information or perspective on the historical source files. Additionally, since the cards are in paper, there is no efficient way for researchers to mine or browse the cards for specific keywords or topics. Lastly, NARA will receive the equivalent, if not the same information contained in these cards (sans library location information-which is irrelevant to NARA), in the records center database information included in the transfer of the source files to NARA.

**Adequacy of Proposed Retention Period:** Adequate from the standpoint of legal rights and accountability. These records are no longer produced as part of the agency's business process.

**Media Neutrality:** Not Approved. Recordkeeping copy is limited to paper. The agency will be required to revise this in the schedule.

*Meredith L Scheiber*

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