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Request for Records Disposition Authority

Records Schedule Number **DAA-0263-2016-0001**
Schedule Status **Appraiser Working Version**

Agency or Establishment **Central Intelligence Agency**
Record Group / Scheduling Group **Records of the Central Intelligence Agency**
Records Schedule applies to **Agency-wide**
Schedule Subject **Indices**
Internal agency concurrences will be provided **No**

Background Information

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
2	0	2	0

GAO Approval

Outline of Records Schedule Items for DAA-0263-2016-0001

Sequence Number	
1	Card Indices Disposition Authority Number: DAA-0263-2016-0001-0001
2	Card Index to Historical Source Files Disposition Authority Number: DAA-0263-2016-0001-0002

Records Schedule Items

Sequence Number	
1	<p>Card Indices</p> <p>Disposition Authority Number DAA-0263-2016-0001-0001</p> <p>The Intellofax system was an IBM punch card indexing/retrieval system for intelligence reports received by CIA and managed in a now defunct library. The system began in 1938 and the last input to the system ceased in 1967. The punch card had the subject of the intelligence report, occasionally a synopsis of the report, and location with the library. With the demise of the library, all of the reports were relocated to the Agency Records Center and cataloged (by title, report number, and new location) in the Records Center database. The Agency Records Center database replaced the predecessor punch card system as a finding aid for all of these intelligence reports that have been designated permanent.</p> <p>Final Disposition Temporary</p> <p>Item Status Pending</p> <p>Is this item media neutral? Yes</p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No</p> <p>GRS or Superseded Authority Citation NC1-263-77-2 / 61/d/1</p> <p>Disposition Instruction</p> <p>Retention Period Destroy immediately after approval of schedule</p> <p>Additional Information</p> <p>GAO Approval Not Required</p>
2	<p>Card Index to Historical Source Files</p> <p>Disposition Authority Number DAA-0263-2016-0001-0002</p> <p>Card indices for historical bibliographic documentary listings; archival and research guides to historical sources and authorities.</p> <p>Final Disposition Temporary</p> <p>Item Status Pending</p> <p>Is this item media neutral? Yes</p> <p>Do any of the records covered by this item currently exist in</p>

electronic format(s) other than e-mail and word processing?

Disposition Instruction

Retention Period

Destroy immediately after approval of schedule

Additional Information

GAO Approval

Not Required

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 in this schedule are not now needed for the business of the agency or will not be needed after the retention periods specified.

Signatory Information

Date	Action	By	Title	Organization
08/24/2016	Certify	CIA One	Records Management	Records Management - Records Management
09/09/2016	Return for Revision	Lisa Clavelli	Supervisor, ACNR Appraisal Team 2	National Archives and Records Administration - Records Management Services
09/14/2016	Submit For Certification	CIA Three	Records Management	Records Management - Records Management
10/21/2016	Certify	CIA One	Records Management	Records Management - Records Management

Executive Summary

Summary

Permanent Item Numbers

Federal Register Notice

Publication Date

Copies Requested 0

Comments Received 0