

GENERAL SERVICES ADMINISTRATION  
WASHINGTON, DC 20405

January 22, 1976

GSA BULLETIN FPMR B-62  
ARCHIVES AND RECORDS

TO : Heads of Federal agencies

SUBJECT: Records scheduling

1. Purpose. This bulletin summarizes the requirements of FPMR 101-11.4 and reminds all Federal agencies of their responsibility (a) to review for possible reduction the retention periods of all nonpermanent records, and (b) to submit to the National Archives and Records Service updated comprehensive records control schedules by December 31, 1976.

2. Expiration date. This bulletin expires December 31, 1976.

3. Background.

a. In the past 3 years the National Archives and Records Service has engaged in a major effort to identify the permanently valuable records of the Federal Government and to assist Federal agencies in the prompt and orderly reduction in the retention periods of records of temporary value. This effort has involved the reemphasis and amplification of the requirements governing records disposition as set forth in the Federal Property Management Regulations (41 CFR 101-11.4). These requirements were specified in GSA Bulletins FPMR B-38 and B-49. GSA Bulletin FPMR B-38 announced the policy that Federal records centers would no longer routinely accept transfers of unscheduled records from Federal agencies. GSA Bulletin FPMR B-49 established the date of June 30, 1975, for Federal agencies to schedule all records without definitely established retention periods. Almost every Federal agency has sought to comply with the terms of this bulletin through the submission of Standard Form 115, Request for Records Disposition Authority, for major series of unscheduled records. Some agencies were not able to meet the deadline. These agencies have renewed their commitments to submit Standard Form 115 for their unscheduled records in the near future.

b. In response to agency needs for assistance in meeting their responsibility for scheduling records, the National Archives and Records Service has made records disposition seminars available to all agency

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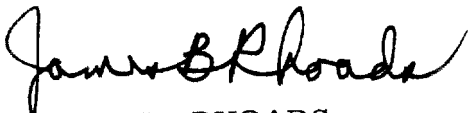
records officers and records personnel in the Washington, DC metropolitan area. GSA Bulletin FPMR B-54 announced procedures to use in arranging these seminars. A number of agencies have already taken advantage of this offer. The seminars continue to be available through the Records Disposition Division, Office of Federal Records Centers.

4. Procedures.

a. Those agencies that have not submitted SF 115 for their unscheduled records should do so immediately. Unscheduled records are (1) those that have not been submitted to NARS for disposition approval and (2) those records on approved schedules that are listed variously as "retain," "indefinite," or "permanent," and have not been appraised by NARS for their archival value.

b. All nonpermanent records should be reviewed, and, whenever possible, shorter retention periods should be recommended to NARS through submission of Standard Form 115.

c. Each agency should publish an updated comprehensive records control schedule and submit it to NARS by December 31, 1976. A comprehensive schedule lists all records of an agency, whether temporary or archivally permanent, and contains precise instructions regarding the future disposition of the records.



JAMES B. RHOADS  
Archivist of the United States

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26 May 1976

Mr. Walter W. Stender  
Assistant Archivist for Federal Records Centers (iic)  
National Archives and Records Service  
General Services Administration  
Inter-Ocean Building  
512 9th Street, N. W.  
Washington, D. C. 20408

Dear Mr. Stender:

In our 12 May 1976 discussion with Mr. R. C. Tagge, Records Disposition Division (NCD), on the CIA Records Disposition Program, a procedure was agreed upon whereby CIA would submit unclassified (FOR OFFICIAL USE ONLY) schedules to NARS. The schedules would list by number brief record series titles only, sterilized where necessary to avoid revealing classified information. Complete schedules with detailed record series descriptions would be maintained in CIA Headquarters. The NARS appraiser(s) would write the appraisal report based on an examination of both schedules and, if necessary, the related records at CIA Headquarters.

Mr. Tagge informed us that in addition to himself, other NARS personnel would probably be required to review the classified schedules and possibly examine the related records at CIA if they contained items for which divisions other than NCD had appraisal interest. Accordingly, please furnish the following information on selected NARS personnel who will review our schedules so that appropriate clearances can be obtained:

Name: \_\_\_\_\_  
Home Address: \_\_\_\_\_  
Date of Birth: \_\_\_\_\_  
Place of Birth: \_\_\_\_\_

To date, clearances have been approved for yourself, Mr. Thomas W. Wadlow, Chief, Records Disposition Division (NCD), and Mr. Tagge. We trust that the list of additional NARS personnel will be kept to an absolute minimum in keeping with our responsibility to strictly limit the disclosure of national security information.

[Redacted Signature]

Distribution: Associate Records Management Officer  
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5-12-76

N C D (MR. WADLOW)

MEMORANDUM FOR RECORD

The subject of this memorandum is the CIA Records Disposition Program.

STAT Today I met with [redacted] Chief, Records Administration Branch, CIA, and members of his staff, at his request. We discussed the following points.

1. Procedure for submitting security classified sensitive items in unclassified schedules.
2. NARS personnel who would appraise agency records.
3. Procedure for disposition of those agency records pertaining to intelligence collections on domestic dissidents that the Senate Investigation Committee (Senator Church Committee) has told them to destroy.

Point 1. Because of national security interests CIA is prevented from submitting schedules describing in detail the series of records that it creates and/or receives in the course of its business. On the other hand the agency does not want to avoid scheduling its records and wishes to do so at the earliest possible time.

Various methods were therefore discussed whereby agency records could be submitted on unclassified schedules for appraisal and at the same time insure the necessary protection of their classified nature.

I recommended a procedure similar to that followed by NARS in the scheduling of DIA records-- that is, CIA should submit unclassified schedules stamped For Official Use Only (FOUO) listing by number brief record series titles only. Where this is not possible without revealing classified information such titles should be sterilized. Disposition instructions for each series listed should be specified also.

Finally, the NARS appraiser(s) would write the appraisal report based on an examination of both schedules and if necessary the related records at the agency.

STAT [redacted] agreed that such a procedure was satisfactory and said that he would proceed to draft and submit agency schedules accordingly.

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Point 2. I informed [redacted] that in addition to myself, other NARS personnel would be required to review the classified schedules and possibly examine the related records at the agency if they contained items for which divisions other than WOD had appraisal interest, e.g., NEM/NES/NFR/NFV. In this regard, he requested a list of such persons so that the agency could take appropriate action to obtain their necessary visitor and records access security clearances.

Point 3. Regarding the disposition of prior accumulated records (no longer created) relating to agency intelligence collections on domestic dissidents, I recommended that the agency list such records on an SF115 and submit it to NARS/WOD for appraisal. I also suggested that any agency correspondence exchanged with the Church Committee or other federal agencies relating to such records should be submitted along with the SF115. [redacted] said that this STAT would be done.

The foregoing is provided for your information and for the record regarding matters relating to the CIA records disposition program.

*R. C. Tagge*

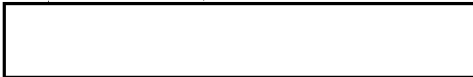
R C TAGGE  
Records Disposition Division

UNITED STATES OF AMERICA  
GENERAL SERVICES ADMINISTRATION

*National Archives and Records Service*  
Washington, DC 20408



July 2, 1976



Associate Records Management Officer  
Central Intelligence Agency  
Washington, DC 20505

Dear Mr. Newhouse:

In further response to your letter of May 26, 1976, listed below are the personnel within the various Divisions of the Office of the National Archives (NN) who have been designated to appraise CIA records.



Sincerely,

WALTER W. STENDER  
Assistant Archivist for  
Federal Records Centers





§ 101-11.411

Title 41—Public Contracts, Property Management

upon approval of the agency concerned by use of GSA Form 439, Records Disposition Control (§ 101-11.4909); its authorized equivalent; or other written concurrence for each disposal action. If, however, an agency is notified of the eligibility of its records for disposal and the agency fails to reply to such notification within 30 calendar days, the records will be disposed of in accordance with the appropriate authority.

[36 F.R. 25408, Dec. 31, 1971]

§ 101-11.411 Transfer of records to the National Archives.

§ 101-11.411-1 Authority.

The Administrator is authorized by 44 U.S.C. 2103 to accept for deposit with the National Archives of the United States the records of any Federal agency or of the Congress that are determined by the Archivist to have sufficient historical or other value to warrant preservation.

[36 F.R. 21034, Nov. 3, 1971]

§ 101-11.411-2 Transfers via Federal records centers.

Records will normally be transferred to the National Archives Building from a Federal records center or an approved agency records center. When such transfers are made, the agencies concerned will be furnished an inventory of the records transferred.

[36 F.R. 21034, Nov. 3, 1971]

§ 101-11.411-3 Direct transfers.

The classes of Federal records listed in this section may be offered for direct transfer to the National Archives of the United States. Such transfers shall be initiated by Federal agencies by written request to the General Services Administration (GSA), Washington, D.C. 20408, specifying the nature and quantity of the records proposed for transfer. Existing arrangements for the transfer of records of the Congress will be continued.

(a) Records of the Executive Office of the President and of Presidential boards, commissions and committees.

(b) Records of the Congress.

(c) Records of the Supreme Court.

(d) Audiovisual records (motion pictures, still photographs, sound recordings, etc.).

(e) Cartographic records (maps, charts, etc.)

(f) Series of records of unquestionable value that are not susceptible to

screening or other processing (such as microfilming) to reduce their bulk.

(g) Records that have been in existence 25 or more years and that are considered to have enduring value.

[29 F.R. 16807, Dec. 8, 1964, as amended at 36 F.R. 20134, Nov. 3, 1971]

§ 101-11.411-4 Release of equipment.

Equipment received with the transfer of records to the National Archives will, when emptied and if needed, be returned on request to the agency from which the records were received. If the return of such equipment is not required, it will be disposed of in accordance with applicable excess property regulations.

§ 101-11.411-5 Use of records transferred to the National Archives.

(a) Restrictions lawfully imposed on the use of transferred records will be observed and enforced by the National Archives and Records Service subject to 44 U.S.C. 2104. The regulations in this Part 101-11 and in Part 105-61, insofar as they relate to the use of records in the research rooms of the National Archives Building or in a Federal records center, apply to official use of the records by Federal agencies as well as to the public.

(b) In instances of demonstrated need, and subject to any restrictions on their use, records deposited in the National Archives Building or in a Federal records center may be borrowed for official use outside the building in which they are housed by Federal agencies and the Congress, provided:

(1) Documents of exceptionally intrinsic value shall not be removed from the building in which they are housed except with the written approval of the Archivist.

(2) Records in fragile condition, or otherwise deteriorated to an extent that further handling will endanger them will not be loaned.

(3) Each official who borrows records shall provide a receipt for them at the time they are delivered, and that he shall assume responsibility for their prompt return upon the expiration of the time for which they are borrowed.

[29 F.R. 16807, Dec. 8, 1964, as amended at 36 F.R. 21034, Nov. 3, 1971]

§ 101-11.411-6 Disposal clearance.

No records of a Federal agency still in existence shall be disposed of by the National Archives and Records Service

Chapter 101—Fed. Property Management

except with the concurrence of the agency concerned.

§ 101-11.411-7 Transfer of audiovisual records.

The following policies shall govern the transfer of audiovisual records to the National Archives:

(a) *Motion pictures.* Government-owned motion picture records on nitrate cellulose film normally will not be accepted for deposit with the National Archives. Federal agencies having nitrate motion pictures, deemed to have sufficient value to warrant transfer to the National Archives for permanent preservation, will obtain from the National Archives and Records Service agreement to accession the motion pictures prior to converting the nitrate film to safety acetate film. Normally, the following shall be considered the minimum number of copies of motion picture film necessary for security, duplication, and use by the National Archives: The negative (original or duplicate) that most nearly represents the action originally photographed in pictures of actual events; that best represents the edited production of a picture for which action staged, with a master positive print and one "use" or projection print. In

cases these will be the negative after laboratory cutting is done, or the composite negative of sound film, the master fine grain positive print, and one other print.

(b) *Still photographs.* A negative and a captioned print (whether on film, glass, paper, or other medium) of each still photographic image are necessary for security, duplication, and use by the National Archives, and such copies, when available, shall be included in collections of still photographs offered for transfer.

(c) *Sound recordings.* The following copies, when available, shall be included in collections of sound recordings offered for transfer to the National Archives:

(1) For conventional disc recordings: the matrix or stamper of each sound recording unit or the original instantaneous recording if no matrix or stamper made, and a pressing or dubbing of recording, if one has been made.

(2) For magnetic sound recordings: wire or tape, for scribed or embossed recordings on tape, or for recordings photographically reproduced on sensitive film, a "dubbing" if one has been made otherwise the original magnetic embossed or photographed recording.

as of 1 July 1975

§ 101-11.411

Title 41—Public Contracts, Property Management

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(b) *Still photographs.* A master print and a captioned print (whether on glass, paper, or other medium) shall be deposited for security, duplication, and use by the National Archives, and such prints, when available, shall be included in the collections of still photographs of the National Archives.

(c) *Sound recordings.* The original copies, when available, shall be deposited in collections of sound recordings for transfer to the National Archives.

(1) For conventional disc recordings, the matrix or stamper of each recording unit or the original master recording if no matrix or stamper is made, and a pressing or dubbing recording, if one has been made.

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as of 1 July 1975