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Description of document: (Partial) copy of the Central Intelligence Agency (CIA) record control schedule for the President's Daily Brief (PDB), 2012

Request date: 18-June-2012

Released date: 21-September-2012

Posted date: 29-December-2014

Source of document: Information and Privacy Coordinator
Central Intelligence Agency
Washington, DC 20505
Fax: (703) 613-3007

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Central Intelligence Agency



Washington, D.C. 20505

21 September 2012

Reference: F-2012-01599

This is a final response to your 18 June 2012 Freedom of Information Act (FOIA) request for a **copy of the CIA record control schedule for all of the President's Daily Brief (PDB)**. We processed your request in accordance with the FOIA, 5 U.S.C. § 552, as amended, and the CIA Information Act, 50 U.S.C. § 431, as amended. Our processing included a search for records as described in our 5 July 2012 acceptance letter.

We completed a thorough search for records responsive to your request and located one document, consisting of one page, which we can release in segregable form with deletions made on the basis of FOIA exemption (b)(3). A copy of the document and an explanation of exemptions are enclosed. Exemption (b)(3) pertains to information exempt from disclosure by statute. The relevant statute is the Central Intelligence Agency Act of 1949, 50 U.S.C. § 403, as amended, e.g., Section 6, which exempts from the disclosure requirement information pertaining to the organization, functions, including those related to the protection of intelligence sources and methods, names, official titles, salaries, and numbers of personnel employed by the Agency. As the CIA Information and Privacy Coordinator, I am the CIA official responsible for this determination. You have the right to appeal this response to the Agency Release Panel, in my care, within 45 days from the date of this letter. Please include the basis of your appeal.

Sincerely,

A handwritten signature in cursive script, appearing to read "Michele Meeks".

Michele Meeks
Information and Privacy Coordinator

Enclosures

Explanation of Exemptions

Freedom of Information Act:

- (b)(1) exempts from disclosure information currently and properly classified, pursuant to an Executive Order;
- (b)(2) exempts from disclosure information, which pertains solely to the internal personnel rules and practices of the Agency;
- (b)(3) exempts from disclosure information that another federal statute protects, provided that the other federal statute either requires that the matters be withheld, or establishes particular criteria for withholding or refers to particular types of matters to be withheld. The (b)(3) statutes upon which the CIA relies include, but are not limited to, the CIA Act of 1949;
- (b)(4) exempts from disclosure trade secrets and commercial or financial information that is obtained from a person and that is privileged or confidential;
- (b)(5) exempts from disclosure inter-and intra-agency memoranda or letters that would not be available by law to a party other than an agency in litigation with the agency;
- (b)(6) exempts from disclosure information from personnel and medical files and similar files the disclosure of which would constitute a clearly unwarranted invasion of privacy;
- (b)(7) exempts from disclosure information compiled for law enforcement purposes to the extent that the production of the information (A) could reasonably be expected to interfere with enforcement proceedings; (B) would deprive a person of a right to a fair trial or an impartial adjudication; (C) could reasonably be expected to constitute an unwarranted invasion of personal privacy; (D) could reasonably be expected to disclose the identity of a confidential source or, in the case of information compiled by a criminal law enforcement authority in the course of a criminal investigation or by an agency conducting a lawful national security intelligence investigation, information furnished by a confidential source ; (E) would disclose techniques and procedures for law enforcement investigations or prosecutions if such disclosure could reasonably be expected to risk circumvention of the law; or (F) could reasonably be expected to endanger any individual's life or physical safety;
- (b)(8) exempts from disclosure information contained in reports or related to examination, operating, or condition reports prepared by, or on behalf of, or for use of an agency responsible for regulating or supervising financial institutions; and
- (b)(9) exempts from disclosure geological and geophysical information and data, including maps, concerning wells.

April 2012

Excerpt from DI RCS, 29-83, Item 21

Old Schedule and Item No.(s)	Item No.	Files Identification (Title, Description, Arrangement, Inclusive Dates, and Volume in cubic feet)	Disposition Instructions
29-76 Item 19	21.	<u>Intelligence Publications Files.</u>	
	21a.	Consists of the record set and extra copies of component intelligence publications, monthly reviews, and annual reports, maintained for reference and supplemental distribution. [redacted]	
	21a. (1)	Production Case Files [redacted] [redacted] [redacted] one copy of the publication. (1947 to present) (Volume: 1856/96)	PERMANENT. Hold in current files area for no longer than 1 year, then transfer to AARC. Prior to offer to NARA, consolidate with Item 21a(2) below to assure complete record set.
	21a. (2)	Record copy of finished intelligence publications, papers, or videotapes. (1949 to present) Volume: 340/26	PERMANENT. Transfer 1 copy to AARC upon publication.
	21a. (3)	Supplemental Distribution copies. On initial distribution, copies are sent to AARC for supplemental distribution. (NONRECORD) (PAPER ONLY) (Videotape copies are reproduced as required from master tape.) (NONRECORD)	TEMPORARY. Upon initial distribution, transfer 50 copies to AARC. Three years after publication, destroy all remaining copies. ITEM 21a(3) amended to change disposition. Per request from DI/CPAS. (RCS 29-83) Change #5, July 1994 APPROVED: [redacted] C/RMB/CAD 28 July 94
NEW	21a. (4)	[redacted] (Agency record copy of PDB is maintained in Item 21a(2) above.)	TEMPORARY. Cut off every 6 months and transfer to AARC. If disposition instructions to the contrary are not received from the outgoing President, destroy 1 year after the President leaves office, unless annotated by the President. If annotated, substitute for the copy in Item 21a(2) above and destroy that copy.