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Description of document: Central Intelligence Agency (CIA) records re: CIA-FBI Agreement on Disposal of Reference Documents, 1960

Requested date: 26-April-2010

Released date: 24-August-2011

Posted date: 05-September-2011

Date/date range of document: 15-August – 06-October-1960

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

24 August 2011

Reference: F-2011-01604 / FBI #1148078-000

In the course of processing your 26 April 2010 Freedom of Information Act (FOIA) request to the Federal Bureau of Investigation (FBI) for the FBI File HQ 66-3286, the FBI located CIA material and referred it to us on 26 May 2011 for review and direct response to you.

We reviewed the material and determined that one of the documents is releasable in its entirety. We determined that the second document can be released in segregable form with a deletion made on the basis of FOIA exemption (b)(3). 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. Copies of the documents and an explanation of exemptions are enclosed. 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 black ink, appearing to read "Susan Viscuso", with a long horizontal flourish extending to the right.

Susan Viscuso
Information and Privacy Coordinator

Enclosures

CENTRAL INTELLIGENCE AGENCY
WASHINGTON 25, D. C.

15 AUG 1960

Mr. S. A. Andretta
 Administrative Assistant Attorney General
 (Attn: Mr. Armando di Giralomo)
 Department of Justice
 Washington 25, D. C.

Dear Mr. Andretta:

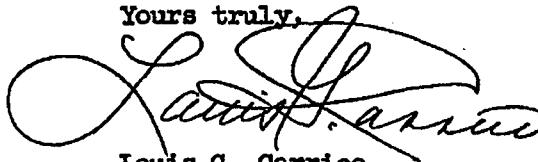
The CIA and the Federal Bureau of Investigation produce intelligence reports copies of which they exchange for reference use. For example, CIA regularly receives reference copies of DBF reports from the FBI. Each Agency retains record sets of their own reports. The exchanged copies normally accumulate in libraries or other central reference points. Disposition instructions issued by both Agencies for this material call for destruction when no longer needed for reference.

We have found, as have some other agencies of the USIB community, that custodians of such reference collections are often reluctant about using the disposal authority. This reluctance is due to uncertainty about future availability of a document if a need should develop.

We believe that disposal practices in respect to reference collections could be significantly improved if custodians had some assurance of future retrievability. Therefore, we propose that the FBI concur with CIA in the attached agreement. We have been establishing similar agreements within the USIB community and to date have received concurrences from Army, Navy, Air Force, State Department, and the Atomic Energy Commission.

I would appreciate your concurrence in our proposal.

Yours truly,



Louis G. Carrico
 Chief, Records Management Staff

APPROVED FOR RELEASE - CIA INFO DATE:
 16-Aug-2011

Attachment

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 HEREIN IS UNCLASSIFIED
 DATE 10/15/02 BY AUC 60290 BCE/DCG/jmw 2
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-898

CIA-FBI AGREEMENT ON
DISPOSAL OF REFERENCE DOCUMENTS

The purpose of this agreement is to reduce and control the volume of intelligence documents accumulated by each Agency. These documents are produced by each Agency and are exchanged for reference use. Basic to this agreement is acceptance of the concept that each Agency is the Agency of record for the documents it produces.

Therefore, it is agreed that CIA and the FBI may dispose of each others reference documents 5 years after such documents become inactive.* It is further agreed that any occasional requests for such documents, or copies thereof, beyond this retention period will be serviced by the Agency of record.

This agreement relates only to copies of documents accumulated for reference purposes. Documents having no reference value to the recipient will be destroyed upon receipt.

Concur: 

Louis G. Carrico
Chief, Records Management Staff, CIA

Date: August 15, 1960

Concur: _____

Federal Bureau of Investigation.

Date: _____

*CIA retains inactive references documents in its Records Center where experience indicates that requests for such material are negligible after 5 years.

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CENTRAL INTELLIGENCE AGENCY
WASHINGTON 25, D.C.

RECEIVED FROM
OCT 6 1960
CIA SP

APPROVED FOR RELEASE - CIA INFO DATE:
16-Aug-2011

6 OCT 1960

TO: Director
Federal Bureau of Investigation
Attention: Mr. S. J. Papich

FROM: Deputy Director, Plans (M)

SUBJECT: Destruction of Reference Copies of FBI and CIA Reports

Destruction of Bureau Property General

1. This is to confirm our present understanding and working arrangements regarding destruction of subject reports.
2. CIA and the FBI may dispose of copies of each others reports whenever such reports have no reference value, and provided that each Agency complies with EO 10501.
3. It is understood that should either Agency have a future need for a destroyed document or copy thereof, such requests will be serviced by the Agency of Record.
4. It is also understood that discretion must be used in selection of reports for destruction. If at any time it appears that an abnormal workload is being placed on either Agency because of indiscriminate destruction, the officials concerned will take remedial action.

[Redacted box]

Papich ml

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