

Request for Records Disposition Authority

Records Schedule Number **DAA-0263-2016-0003**
Schedule Status **Approved**

Agency or Establishment **Central Intelligence Agency**
Record Group / Scheduling Group **Records of the Central Intelligence Agency**
Records Schedule applies to **Major Subdivision**
Major Subdivision **Directorate of Digital Innovation**
Minor Subdivision **Publications Review Division**
Schedule Subject **Publications Review Board - PRB**
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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
3	1	2	0

GAO Approval

Outline of Records Schedule Items for DAA-0263-2016-0003

Sequence Number	
1	Publications Review Board - PRB
1.1	High-profile Manuscripts, Publications and Related Materials Disposition Authority Number: DAA-0263-2016-0003-0001
1.2	Routine Manuscripts, Publications and Related Materials Disposition Authority Number: DAA-0263-2016-0003-0002
1.3	Resumes and Biographical Information Disposition Authority Number: DAA-0263-2016-0003-0003

Records Schedule Items

Sequence Number	
1	<p>Publications Review Board - PRB Documents related to requests for Publications Review Board (PRB) review and approval of materials authored and submitted by current or former employees or contractors (or others obligated by secrecy or non-disclosure agreements) and intended to be in an unclassified venue or shared with unclassified individuals.</p>
1.1	<p>High-profile Manuscripts, Publications and Related Materials Disposition Authority Number DAA-0263-2016-0003-0001 Documents related to requests for Publications Review Board (PRB) review and approval of high-profile manuscripts authored and submitted by current or former employees or contractors (or others obligated by secrecy or non-disclosure agreements) and intended to be in an unclassified venue or shared with unclassified individuals. High-profile is defined as materials developed by: 1) existing and former Agency senior leadership; 2) materials that are the subject of congressional, judicial, executive branch inquiry or investigation, or significant litigation (significant is defined as having a demonstrated influence or impact on CIA policies or mission); 3) materials that become the subject of nationwide media coverage as determined by PRB; and 4) materials the nature of which have resulted in a change to CIA mission (be it litigation, judicial ruling, or executive order). This item includes documents pertaining to the case management of materials submitted to PRB for review (documents, review comments and correspondence). For the purposes of this item the Senior Leadership of the Central Intelligence Agency (CIA) includes the Director of the CIA; the Deputy Director of the CIA; the Chief Operating Officer of the CIA; the Deputy Director of CIA for Analysis; the Deputy Director of CIA for Operations; the Deputy Director of CIA for Science and Technology; the Deputy Director of CIA for Support; the Deputy Director for Digital Innovation; the Associate Director of CIA for Talent; the Director of the Center for the Study of Intelligence; the Director of Public Affairs; the General Counsel; the Inspector General; the Associate Directors of CIA Mission Centers. Publications themselves that are subject to PRB review are personal, proprietary publications (books, manuscripts, screenplays, etc.) and therefore NOT included in this category. (Note: Manuscripts include any written, oral, electronic, or other presentation that mention CIA or intelligence data or activities or material on any subject about which the author has had access to classified information in the course of his/her employment or other contact with the Agency such as works of fiction; books; articles; speeches, presentations; academic works that go beyond the classroom; teaching materials; book reviews; pamphlets; screenplays; outlines of oral presentations; internet material to include social media postings; maps; photographs; and videos.) Final Disposition Permanent</p>

Item Status	Active
Is this item media neutral?	Yes
Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	No
GRS or Superseded Authority Citation	N1-263-12-001 / P-9/A
Disposition Instruction	
Cutoff Instruction	Cutoff after case is closed
Transfer to the National Archives for Accessioning	Transfer to the National Archives 50 year(s) after cutoff
Additional Information	
What will be the date span of the initial transfer of records to the National Archives?	Unknown Unknown
How frequently will your agency transfer these records to the National Archives?	Unknown Unknown

1.2

Routine Manuscripts, Publications and Related Materials

Disposition Authority Number DAA-0263-2016-0003-0002

Documents related to requests for Publications Review Board (PRB) review and approval of routine manuscripts (including any written, oral, electronic, or other presentation that mentions CIA or intelligence data or activities or material on any subject about which the author has had access to classified information in the course of his/her employment or other contact with the Agency such as works of fiction; books; articles; speeches; presentations; academic works that go beyond the classroom; teaching materials; book reviews; pamphlets; screenplays; outlines of oral presentations; internet material to include social media postings; maps; photographs; and videos) authored and submitted by current or former employees or contractors (or others obligated by secrecy or non-disclosure agreements) and intended to be shared in a an unclassified venue with uncleared individuals. This item includes documents pertaining to the case management of materials submitted to PRB for review (documents, review comments and correspondence). Not included in this item are 1) High-profile Manuscripts, Publications, and Related Materials; 2) The publications themselves which are subject to PRB review but are personal, proprietary publications (books, manuscripts, screenplays, etc.); and 3) Resumes and Biographical Information.

Final Disposition Temporary

1.3	Item Status	Active
	Is this item media neutral?	Yes
	Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	No
	Disposition Instruction	
	Cutoff Instruction	Cutoff after case is closed
	Retention Period	Destroy between 3 year(s) and 10 year(s) after case closure
	Additional Information	
	GAO Approval	Not Required
	Resumes and Biographical Information	
	Disposition Authority Number	DAA-0263-2016-0003-0003
	<p>Documents related to biographic prepublication review requests authored and submitted to the Publications Review Board (PRB) by current or former employees or contractors (or others obligated by secrecy or non-disclosure agreements) intended to be shared in an unclassified venue with uncleared individuals. This includes resumes, biographies, statements of purpose, summaries of Agency employment, letters of recommendation, application forms/essays, co-op/intern reports or evaluations, engagement/wedding announcements, award nominations, obituaries, or any other description of employment history, background, credentials, attributes, or skills. This item includes documents pertaining to the case management of materials submitted to PRB for review (documents, review comments and correspondence).</p>	
	Final Disposition	Temporary
	Item Status	Active
	Is this item media neutral?	Yes
	Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	No
Disposition Instruction		
Cutoff Instruction	Cut off after case is closed	
Retention Period	Destroy 30 year(s) after cutoff	
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
08/05/2016	Certify	CIA One	Records Management	Records Management - Records Management
09/16/2019	Return for Revision	Sean Curry	Senior Appraisal Archivist	National Archives and Records Administration - Agency Services
10/29/2019	Submit For Certification	CIA Four	Records Management	Records Management - Records Management
11/07/2019	Certify	CIA One	Records Management	Records Management - Records Management
03/12/2020	Submit for Concurrence	Sean Curry	Senior Appraisal Archivist	National Archives and Records Administration - Agency Services
04/08/2020	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
04/09/2020	Concur	Laurence Brewer	Chief Records Officer	National Records and Archives Administration - National Records and Archives Administration
04/09/2020	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist