

## Request for Records Disposition Authority

Records Schedule Number      **DAA-0263-2020-0001**

Schedule Status                **Approved**

Agency or Establishment        **Central Intelligence Agency**

Record Group / Scheduling Group **Records of the Central Intelligence Agency**

Records Schedule applies to    **Agency-wide**

Schedule Subject                **Individual Training Records**

Internal agency concurrences will be provided    **No**

Background Information        **This item is for the disposition of the training records for each individual employed or engaged by the Central Intelligence Agency (e.g. employees, contractors)**

### Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
<b>1</b>	<b>0</b>	<b>1</b>	<b>0</b>

GAO Approval

## Outline of Records Schedule Items for DAA-0263-2020-0001

Sequence Number
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1	Individual Training Records Disposition Authority Number: DAA-0263-2020-0001-0001
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## Records Schedule Items

Sequence Number	
1	<p data-bbox="345 380 734 411"><b>Individual Training Records</b></p> <p data-bbox="345 436 1149 468">Disposition Authority Number      <b>DAA-0263-2020-0001-0001</b></p> <p data-bbox="345 493 1521 562"><b>Records for each person employed or engaged by the Central Intelligence Agency documenting the individual's attendance in internal and external training.</b></p> <p data-bbox="345 583 919 615">Final Disposition                      <b>Temporary</b></p> <p data-bbox="345 636 850 667">Item Status                              <b>Active</b></p> <p data-bbox="345 688 818 720">Is this item media neutral?          <b>Yes</b></p> <p data-bbox="345 741 818 867">Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?      <b>Yes</b></p> <p data-bbox="345 888 818 972">Do any of the records covered by this item exist as structured electronic data?      <b>Yes</b></p> <p data-bbox="345 993 1105 1062">GRS or Superseded Authority Citation      <b>NC1-263-85-001 / 10 / d GRS 2.6 / 030</b></p> <p data-bbox="345 1108 659 1140"><b>Disposition Instruction</b></p> <p data-bbox="345 1161 987 1192">Cutoff Instruction                      <b>After separation</b></p> <p data-bbox="345 1213 1446 1297">Retention Period                      <b>Destroy no sooner than 3 year(s) after cutoff but longer retention is authorized</b></p> <p data-bbox="345 1329 656 1360"><b>Additional Information</b></p> <p data-bbox="345 1381 951 1413">GAO Approval                          <b>Not Required</b></p>

## 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
12/05/2019	Certify	CIA One	Records Management	Records Management - Records Management
09/10/2020	Submit for Concurrence	Sean Curry	Senior Appraisal Archivist	National Archives and Records Administration - Agency Services
10/01/2020	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
10/05/2020	Concur	Laurence Brewer	Chief Records Officer	National Records and Archives Administration - National Records and Archives Administration
10/05/2020	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist