

Request for Records Disposition Authority

Records Schedule Number **DAA-0263-2020-0001**
Schedule Status **Modified Approved Version**

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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
1	0	1	0

GAO Approval

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

Sequence Number

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">Individual Training Records</p> <p data-bbox="345 432 1149 464">Disposition Authority Number DAA-0263-2020-0001-0001</p> <p data-bbox="345 489 1521 562">Records for each person employed or engaged by the Central Intelligence Agency documenting the individual's attendance in internal and external training.</p> <p data-bbox="345 579 919 611">Final Disposition Temporary</p> <p data-bbox="345 636 850 667">Item Status Active</p> <p data-bbox="345 690 818 722">Is this item media neutral? Yes</p> <p data-bbox="345 745 818 869">Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes</p> <p data-bbox="345 892 818 974">Do any of the records covered by this item exist as structured electronic data? Yes</p> <p data-bbox="345 997 1149 1068">GRS or Superseded Authority Citation NC1-263-85-001 / 10 / d DAA-GRS-2016-0014-0003</p> <p data-bbox="345 1108 659 1140">Disposition Instruction</p> <p data-bbox="345 1165 987 1197">Cutoff Instruction After separation</p> <p data-bbox="345 1220 1446 1293">Retention Period Destroy no sooner than 3 year(s) after cutoff but longer retention is authorized</p> <p data-bbox="345 1333 656 1365">Additional Information</p> <p data-bbox="345 1388 951 1419">GAO Approval Not Required</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 Concurrency	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