

## Request for Records Disposition Authority

Records Schedule Number      DAA-0263-2023-0001  
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                Non-staff Potential Hire Records  
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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
1	0	1	0

### GAO Approval

0001

## Outline of Records Schedule Items for DAA-0263-2023-0001

Sequence Number	
1	Non-staff Potential Hire Records Disposition Authority Number: DAA-0263-2023-0001-0001

## Records Schedule Items

Sequence Number	
1	<p data-bbox="345 380 805 411"><b>Non-staff Potential Hire Records</b></p> <p data-bbox="345 432 1149 464">Disposition Authority Number      <b>DAA-0263-2023-0001-0001</b></p> <p data-bbox="345 489 1469 636">These records cover contact with non-staff for interest in providing support to the Agency. They include contact with individuals who did not respond, contact with individuals who indicated no interest, and contact with individuals that were subsequently determined not suitable.</p> <p data-bbox="345 657 919 688">Final Disposition                      <b>Temporary</b></p> <p data-bbox="345 709 850 741">Item Status                                <b>Active</b></p> <p data-bbox="345 762 818 793">Is this item media neutral?            <b>Yes</b></p> <p data-bbox="345 814 818 940">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="345 961 818 1056">Do any of the records covered by this item exist as structured electronic data?                            <b>Yes</b></p> <p data-bbox="345 1094 659 1125"><b>Disposition Instruction</b></p> <p data-bbox="345 1146 1162 1178">Cutoff Instruction                        <b>Cutoff when contact ceases.</b></p> <p data-bbox="345 1199 1477 1230">Retention Period                         <b>Destroy after six months but not later than 3 years.</b></p> <p data-bbox="345 1272 656 1304"><b>Additional Information</b></p> <p data-bbox="345 1335 1097 1367">GAO Approval                              <b>Required and Received</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
11/01/2022	Certify	CIA Two	Records Management	Records Management - Records Management
01/23/2023	Submit for Concurrency	Mark Sgambettera	Supervisory Archives Specialist	National Archives and Records Administration - Records Management Services/FOIA Staff
01/24/2023	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
01/25/2023	Concur	Laurence Brewer	Chief Records Officer	National Records and Archives Administration - National Records and Archives Administration
01/28/2023	Approve	Debra Wall	Deputy Archivist	National Archives and Records Administration - ND Archives I Office