

AFP File Tag	File Series	Description	Disposition
SECURITY (SE)			
SE-CONST-00000	Construction Security		
SE-CONST-18610	(U) Construction Security Plans	(U) Consists of correspondence, memoranda, surveys, architectural/engineering drawings, etc concerning the construction security plans of Agency/USG occupied facilities overseas	PERMANENT
SE-CONST-18620	(U) NOB Designs (New Office Building)	(U) Consists of correspondence, memoranda, surveys, architectural/engineering drawings, and design plans for the security of planned construction of Agency/USG facilities overseas	PERMANENT
SE-CONST-18630	(U) Renovation Designs	(U) Consists of correspondence, memoranda, surveys, architectural/engineering drawings, and design plans regarding the physical security during renovations to existing Agency/USG facilities overseas	PERMANENT
SE-CONST-18640	(U) Transit Security Issues	(U) Consists of correspondence, memoranda, design plans, and any other miscellaneous information concerning the transportation of construction materials, furniture, fixtures, and other items destined for use in diplomatic facilities abroad	PERMANENT

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SE-COUNT-00000 SE-COUNT-18110	Counterintelligence (U) Interests	(U) Includes files on individuals of counterintelligence interest. Records regarding individuals known or suspected to be members of a foreign intelligence or security service, or to be acting on behalf of same, such as record copies of files, index cards, and listings on individuals who come to the attention of the CIA because of a counterintelligence interest that concerns Agency personnel or Agency security. Includes listings of security case files charged to the Office of the Chief, Clearance Division.	TEMPORARY. Maintain until 30 years after date of last action in file, then destroy. Prior to destruction, transfer all secrecy [non-disclosure] agreements to SE-PERSO-18270.
SE-INFOR-00000 SE-INFOR-18710	Information Security (U) INFOSSEC (Information Systems Security)	(U) Includes evaluations of security improvement issues at US diplomatic facilities. Documentation on the coordination of intelligence community activities and countermeasures activity.	TEMPORARY. Maintain for 1 year after system is superseded.
SE-INFOR-18720	(U) COMSEC (Communications Security)	(U) Includes correspondence, reports, and other material maintained to document and record the communications security support provided to CIA operations. Also includes Communications Security Standards files which consist of communications security standards for inspections, secure voice, control and protection of communications centers, and destruction of material and equipment. Code files, and includes correspondence, reports, and other material concerning new codes and code systems, or modification of existing systems.	TEMPORARY. Maintain for 5 years, then destroy.
SE-INFOR-18730	(U) Computer Virus Issues and Malicious Code Program	(U) Includes correspondence and documentation regarding malicious code propagation discovered on Agency networks and countermeasures, virus alert information, anti-virus software licensing information, computer forensic efforts and other projects.	TEMPORARY. Maintain for 5 years, then destroy.
SE-INFOR-18740	(U) Certification and Accreditation	(U) Includes correspondence and documentation pertaining to DCID 6/3 for certifying and accrediting Agency information systems and applications, as well as systems for the National Foreign Intelligence Board (non-NFIB).	TEMPORARY. Maintain for 5 years, then destroy.
SE-INFOR-18750	(U) Identification and Access	(U) Includes records of the Identification and Access Division, such as briefings, correspondence, security plans and administrative documents.	TEMPORARY. Maintain for 6 years, then destroy.

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SE-INFOR-18760	(U) Technical Evaluation (Includes Audits and Tests)	(U) Includes collection and analysis of event logs and attack signatures in determining possible misuse of Agency computing resources and policies. In short, Includes documentation pertaining to the technical evaluation/testing and vulnerability assessment on Agency Information Systems	TEMPORARY Maintain for 5 years, then destroy
SE-INTEL-00000	Intelligence Community Assessments		
SE-INTEL-18810	(U) Risk Assessments	(U) Consists of files pertaining to Assessment of US diplomatic facilities or specific activities at the posts to determine the risk of compromise of classified information or activities. Files consist of analyses and source reports, maps, and imagery that provide information about threats to and vulnerabilities of US missions not included in construction plans	TEMPORARY Maintain for 20 years, then destroy
SE-INTEL-18820	(U) Threat Assessments	(U) Includes assessments outlining technical and human intelligence (HUMINT) threats posed to US diplomatic missions by foreign intelligence and security services. Files are maintained alphabetically by country followed by their respective posts and consist of threat assessments compiled from source information	TEMPORARY Maintain for 15 years, then destroy
SE-PERSO-00000	Personnel Security		
SE-PERSO-18210	(U) Cover Roster Files	(U) Includes requests for changes and transfer of responsibility of cover	TEMPORARY Maintain until superseded or obsolete, then destroy
SE-PERSO-18220	(U) Employee Security Investigations/Files	(U) Includes case files on applicants, staff and contract employees, former employees, consultants, contractors, military detailees, individuals of security interest, persons of substantive affiliation with or service to the Agency, and persons on whom the Agency has conducted an investigation	TEMPORARY Maintain for 30 years after date of last action in file, then destroy. Prior to destruction, transfer all secrecy [non-disclosure] agreements to SE-PERSO- 18270
SE-PERSO-18230	(U) Polygraph Case Files	(U) Includes record copies of case files on interviews of individuals by use of the polygraph. Consist of the polygraph agreement, question sheet, charts, examiner's notes, technical data and analysis sheets, polygraph reports, and cassette tapes of interviews. A limited number of noncurrent case files are used for polygraph training purposes	TEMPORARY Maintain for 12 years after security interest in individual has terminated and any training need for file has been completed, then destroy
SE-PERSO-18240	(U) Security Clearance (Including cryptographic)	(U) Includes personnel security clearance status files	TEMPORARY Maintain until superseded or obsolete, then destroy

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SE-PERSO-18250	(U) Special Activities Staff Files	(U) Includes sensitive case files containing correspondence, reports, and other papers pertaining to the handling of each case	TEMPORARY Maintain until completion of case, then forward appropriate papers for inclusion in OPF, then destroy
SE-PERSO-18270	(U) Secrecy Agreements	(U) Secrecy Agreement files Consist of secrecy agreements signed by individuals during their term of association with the Agency	TEMPORARY Maintain for 70 years, then destroy
SE-PHYSI-00000	Physical/Technical Security		
SE-PHYSI-18310	(U) Domestic	(U) Includes analysis products pertaining to domestic Agency-owned or leased facilities Products include risk, threat, and vulnerability analysis Reports of surveys and inspections of Government-owned or leased facilities conducted to ensure adequacy of protective and preventive measures taken against hazards of fire, explosion, and accidents, and to safeguard information and facilities against sabotage and unauthorized entry	TEMPORARY Maintain for 10 years after facility closes, then destroy
SE-PHYSI-18320	(U) Foreign	(U) Includes analysis products pertaining to foreign Agency-owned or leased facilities Products include risk, threat, and vulnerability analysis Reports of surveys and inspections of Government-owned or leased facilities conducted to ensure adequacy of protective and preventive measures taken against hazards of fire, explosion, and accidents, and to safeguard information and facilities against sabotage and unauthorized entry	TEMPORARY Maintain for 10 years after facility closes, then destroy
SE-PHYSI-18330	(U) Technical Finds	(U) Includes record copies of reports and documentation related to technical finds in various sites and installations	PERMANENT
SE-PHYSI-18340	(U) Facilities Security Enhancement Programs	(U) Includes analysis products written to support the Facility Security Enhancement Program, such as risk, threat, and vulnerability analysis	TEMPORARY Maintain for 10 years after cutoff Cut off when facility closes or material is no longer needed on a current basis, then destroy
SE-PHYSI-18350	(U) Threat Files (Overseas and Domestic)	(U) Includes threats, such as recorded verbal threats or threats in writing, against official personnel or installations	TEMPORARY Maintain until 15 years old, then destroy
SE-PHYSI-18360	(U) TSCM (Technical Surveillance Countermeasures)	(U) Includes correspondence and documentation regarding the programmatic aspects of the program to include operating plans, resource information, independent contractor justifications, meeting minutes and Intelligence Community information	TEMPORARY Maintain for 2 years after close of the fiscal year, then destroy

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SE-PHYSI-18370	(U) IDS Activations (Intrusion Detection System)	(U) Includes correspondence and documentation pertaining to the physical and technical security of Agency field space. It specially focuses on facility intrusion detection system alarms--and the physical, technical, personnel and information security and counterintelligence associated with them.	TEMPORARY Maintain for 10 years, then destroy
SE-PHYSI-18380	(U) TEMPEST (Transient Electromagnetic Pulse Emanation Standard)	(U) Includes emanations/TEMPEST files concerning equipment radiation (acoustic, electromagnetic, magnetic), powerline modulation test results, test requirements, and test facilities.	TEMPORARY Maintain for 10 years, then destroy
SE-PHYSI-18390	(U) Area Security Office Program	(U) Includes correspondence and documentation dealing with training, recruitment, assignments and personnel actions involving the Area Security Officers located throughout the Agency. Agency Security Office vacancies and Agency Security Office Program agenda items and minutes will be filed under this tag.	TEMPORARY Maintain for 5 years, then destroy
SE-PHYSI-18400	(U) Security Incident Management	(U) Includes correspondence and documentation dealing with the management of security in component including security violations. Includes correspondence, memoranda, reports, and related material pertaining to security in component. Includes requests for equipment approval, special badges and clearances, and related matters.	TEMPORARY Maintain for 5 years after completion of final action or when no longer needed, whichever is sooner, then destroy
SE-PROTE-00000	Protective Programs		
SE-PROTE-18510	(U) Security Duty Office Reports	(U) Includes Security Duty Office events reports and duplicate copies of reports prepared by Security Duty Officers concerning individuals who contact the Agency.	TEMPORARY Maintain for 5 years, then destroy
SE-PROTE-18520	(U) Security Protective Service	(U) Includes official records of the Security Protective Service, such as correspondence and documentation regarding internal and external investigations, threat management activities, law enforcement and liaison functions and activities.	TEMPORARY Maintain until 5 years old, then destroy
SE-PROTE-18530	(U) Protective Operations	(U) Includes records of Protective Operation Division, such as historical documentation regarding protective methodologies and counterterrorism activities and tactics, protective intelligence activities and case management and liaison functions and activities.	PERMANENT

Redactions have been made to this record control schedule pursuant to 5 U.S.C. 552(b)(3) with the corresponding statute 50 U.S.C. 403(g), Section 6 of the CIA Act of 1949 which protects from disclosure the “organization, functions, names, official titles” of the CIA and/or Exemption 6, personal privacy. You will need to submit a Freedom of Information Act (FOIA) request to the Office of the General Counsel for the withheld information. Information on how to file a FOIA may be found here:

<http://www.archives.gov/foia/>