

REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on page 3)		DO NOT WRITE IN THESE SPACES DO NOT WRITE IN THESE SPACES	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NARA) 8601 ADELPHI ROAD, COLLEGE PARK, MD 20740-6001		JOB NUMBER N1-263-06-6	
1 FROM (Agency or establishment) Central Intelligence Agency		DATE RECEIVED 9/5/06	
2 MAJOR SUBDIVISION Information Management Services		NOTIFICATION TO AGENCY In accordance with the provisions of 44 U.S.C. 3303a, the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
3 MINOR SUBDIVISION Records Classification Management Group		ARCHIVIST OF THE UNITED STATES WITHDRAWN	
4 NAME OF PERSON WITH WHOM TO CONFER (b)(3)	5 TELEPHONE (b)(3)	DATE 10/28/10	

6 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 on the attached 11 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified, and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies,

is not required; is attached; or has been requested.

DATE 10/28/06	SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i>	TITLE Chief, Information Management Services
------------------	--	---

7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	<p>The attached <u>11</u> pages provide disposition instructions for new and existing Human Resources records of the Central Intelligence Agency (CIA)</p> <p>The following instructions apply to all items in this SF-115:</p> <p>1) The file series listed in the attached SF-115 will apply to all records in the CIA regardless of media or physical format.</p> <p>a. Recordkeeping copies may be created in any media or physical format and will be retained or destroyed in accordance with the disposition instructions in the attached SF-115.</p> <p>b. All duplicate or reference copies may be destroyed when no longer needed or obsolete.</p> <p>2) Dependent upon the type of record, most files or file series will be cutoff at either the end of the Fiscal Year or Calendar Year</p> <p>NOTE: All file series approved for permanent retention will be transferred to the National Archives and Records Administration pending CIA determination that continued Agency retention is no longer required.</p>		

UNCLASSIFIED

Classification	AFP File Tag	File Series	Description	Disposition
	HUMAN RESOURCES (HU)			
(U)	HU-AWARD-00000	Public Service, and Senior Officer Awards		
(U)	HU-AWARD-14201	Public Service, and Senior Officer Awards	(U) Includes correspondence, memoranda, agendas, minutes, case summonses, award certificates and medals, and other reports and documentation relating to public service awards, Senior Officer Development, awards and recommendations	PERMANENT
(U)	HU-CAREE-00000	Career Service Boards/ Occupation Evaluations and Panels		
(U)	HU-CAREE-14310	(U) Component Boards and Panels	(U) Includes files relating to occupational evaluation/career service boards and panels Also consists of minutes of meetings, correspondence, and other reports that reflect policies and actions taken by the Boards and Panels	PERMANENT
(U)	HU-CAREE-14320	(U) SIS Boards and Panels	(U) Includes files consisting of correspondence, reports, statistics, and other documentary material relating to Senior Intelligence Service positions, analysis of promotions, promotion recommendations, compensation ceilings, sabbaticals, assignments, and grade level statistics Also consists of minutes of meetings, correspondence, and other reports reflecting policies and actions taken by the Boards and Panels	PERMANENT

UNCLASSIFIED

Classification	AFP File Tag	File Series	Description	Disposition
(U)	HU-COMPE-00000	Total Compensation		
(U)	HU-COMPE-14410	(U) Hospitalization Claims and Settlement Claims	(U) Includes case files documenting the settlement of hospitalization claims	TEMPORARY Maintain for 9 years after settlement or denial of claim, then destroy
(U)	HU-COMPE-14420	(U) Personal Injury or Illness	(U) Includes case files of illness or injury on-the-job, containing information such as date of injury or illness, circumstances and nature of incident	TEMPORARY Upon separation of employee, maintain records for 75 years from birth date or when the deadline for filing a claim has passed, whichever is later, then destroy
(U)	HU-COMPE-14430	(U) Woman's Compensation	(U) Includes case files relating to medical and compensation claims, including correspondence, copies of cables, bills, and receipts, reports, and other documentary materials	TEMPORARY Maintain for 36 years after date of last action, then destroy
(U)	HU-COMPE-14440	(U) Pay Pool Files	(U) Includes files relating to pay pool management and composition including reports, memoranda, correspondence, and other documentary materials, lists of members of each pay pool, and other issues relating to the composition of pay pools	TEMPORARY Maintain for 5 years, then destroy
(U)	HU-COMPE-14450	(U) Medical Leave Bank Enrollment	(U) Includes files relating to composition and management of the Medical Leave Bank. Consists of reports, memoranda, correspondence, and other documentary materials, lists of employees enrolled, usage statistics, and other issues relating to the Medical Leave Bank	TEMPORARY Maintain 5 years or until superseded, then destroy
(U)	HU-COMPE-14460	(U) Employee THRIFT Savings Plan	(U) Includes files relating to THRIFT Savings Plan participants. Consists of enrollment election forms, and forms documenting employee changes to TSP.	TEMPORARY Maintain for 6 months, until the record copy is transferred to the TSP, which is office of record (see FINANCE-Payroll-10230), then destroy

UNCLASSIFIED

Classification	AFP File Tag	File Series	Description	Disposition
(U)	HU-EMPLO-00000	Employee Files		
(U)	HU-EMPLO-14505	(U) Death Register	(U) Includes files consisting of biographic and service data for employees who died during active service	TEMPORARY Maintain for 75 years, then destroy
(U)	HU-EMPLO-14510	(U) Employee Financial Disclosure Forms	(U) Includes files relating employee financial disclosure, for current and former agency staff, contractors, consultants, detailed military personnel, and survivors of deceased CIA retirement system annuitants. Consists of financial disclosure reports, as required by Executive Order 11222, related documents as required under PL 95-521, and all other statements of employment and financial interests	TEMPORARY Maintain for 6 years, then destroy, except for documents needed in an ongoing investigation. Those documents will be retained until no longer needed
(U)	HU-EMPLO-14520	(U) Component Soft Files	(U) Includes files concerning individual employees that are duplicated in or not appropriate for the official personnel folder. Consists of copies of personnel actions, performance appraisals, work plans, and travel and shipping orders, biographic and training, photographs, and other documents relating to assignments, qualifications, and conduct	TEMPORARY Maintain until employee moves. Review and file appropriate items to Official Personnel File and transfer all appropriate records to receiving component, destroy all others
(U)	HU-EMPLO-14550	(U) Insurance Case Files	(U) Includes files on all employees, retirees, and resignees who maintain Agency insurance programs, relating to application for insurance, authorizations for payroll deductions, pertinent correspondence, and control registers for assigning certificate numbers and account numbers to participating members of the various insurance programs	TEMPORARY Employees and retirees - destroy upon the death of survivor or beneficiary. Resignees - Destroy 4 years after separation of employee
(U)	HU-EMPLO-14560	(U) Missing Persons Files	(U) Includes files on Agency personnel who have been categorized as "missing". Consists of press clippings and allotment files	PERMANENT
(U)	HU-EMPLO-14570	(U) Official Personnel Files	(U) Includes official personnel folders for staff, contract (incl. FBIS foreign national employees), detailed military and civilian personnel, personnel processing records, military personnel records, records for Army personnel assigned to the Agency, casualty records, and related documentary materials relating to reports of interviews and related records on employees seeking reassignment, employee performance review (PAR) records, processing of statutory benefits claims, copies of Report of Death, Certificate of Death, and Application for Death Benefits	TEMPORARY Maintain 65 years after date of separation from Federal Service, then destroy

UNCLASSIFIED

Classification	AFP File Tag	File Series	Description	Disposition
(U)	HU-EMPLO-14575	(U) Foreign Broadcast Information Service (FBIS) Personnel (Special)	(U) Includes individual personnel folders maintained on contract staff employees affiliated with FBIS. Contains letters of application, application forms, resumes, Background Information Form (BIF), language tests and evaluations (FBIS is the Office of Record)	TEMPORARY Maintain for 57 years after separation of contractor from employment, then destroy
(U)	HU-EMPLO-14580	(U) Retirement Files	(U) Consists of Official and working files for CSRS, Civil Service FERS, FERS, FERS Special, CIARDS and Interm FERS employees. Consists of files, correspondence, memoranda, Register files, personnel investigator records maintained on employees on whom inquiries have been received from other government agencies, Agency forms, reports, and other documentary material relating to employees who seek counseling, length of service, accrued benefits, rights and eligibility of individuals under the above systems, status at time of retirement, Designation of Beneficiary information, retirement deductions and refunds, Terminated Employee information, External Employment Assistance Records, Civil Service and CIARDS Individual Retirement Records, Applications for Refund of Civil Service and CIARDS Equity, Non-official Cover Direct Funds and proof of payment including interest	TEMPORARY Maintain until the record copy of the retirement documents is transferred to the Office of Personnel Management, file remaining documents in the Official Personnel File
(U)	HU-EMPLO-14590	(U) Employee Training Files	(U) Consists of files relating to employee training, such as correspondence, memoranda, reports, training completion forms, and other documentary materials relating to Covert Instruction Division Student Files, Agency Training Records, External Training records, training requests, schedules, work papers, evaluations, biographic data, educational institutions, transcripts and grades, enrollment, and Training Obligation Agreements	TEMPORARY Destroy 20 years after employee has completed obligations
(U)	HU-EMPLO-14595	(U) Time and Attendance (Leave) Reports Files	(U) Consists of record copy of bi-weekly and four-weekly payrolls. Includes EFACTAS Differential Work Sheets and Cards, ETAR Time and Attendance reports, FBIS payrolls, and cable information by pay period	TEMPORARY Maintain for 6 years, then destroy

UNCLASSIFIED

Classification	AFP File Tag	File Series	Description	Disposition
(U)	HU-MGWRK-00000	Manager Working Files		
(U)	HU-MGWRK-14110	(U) Awards and Suggestions	(U) Consists of files (both approved and disapproved) containing recommendations for awards, employee suggestions, approved nominations, reports, handbooks, correspondence, award certificates and medals, and other documentation relating to agency sponsored cash and non-cash awards, awards from other Federal agencies, awards from non-Federal organizations, length of service and sick leave awards, suggestion, invention, special achievement, and exceptional accomplishment, ineligible suggestions maintained on subject to check duplication, letters of commendation and appreciation, and those recognizing retirement, computations of service and sick leave, lists of awardees, lists of semiannual cumulative Honor and Merit Awards, lists of employees eligible for service awards or certificates, and registers of control numbers assigned to cases and recommendations (EXCLUDING those filed in OPF)	TEMPORARY Maintain for 2 years after approval or disapproval, then destroy
(U)	HU-MGWRK-14120	(U) Career Service and Occupational Council Boards and Panels	(U) Consists of manager's copy of records relating to Career Service, Occupational Council, and equivalent process Boards and Panels	TEMPORARY Maintain for 2 years, then destroy
(U)	HU-MGWRK-14130	(U) Total Compensation	(U) Consists of manager's administrative files and other working copies of documentation relating to employee payroll records, THRIFT payment records, alternative leave and work schedules, and other issues of employee compensation	TEMPORARY Maintain until separation of employee from supervisor, then destroy
(U)	HU-MGWRK-14140	(U) Supervisory Employee Files	(U) Consists of files created by managers that document supervisory functions. Contains reports, correspondence, memoranda, and other documentation relating to staff, consultant and contract employees, rotational staff employees, detailed military personnel, guard personnel, and local employees. May contain security clearance and personnel information, Service Record files, action performance appraisals, work plans, travel and shipping orders, biographic and training data, photographs, justifications, contracts, Qualifications Updates, interviews and related records on employees seeking reassignment, and other documents relating to assignments, qualifications, and conduct	TEMPORARY Maintain for 1 year after separation of employee from supervisor, then destroy

UNCLASSIFIED

Classification	AFP File Tag	File Series	Description	Disposition
(U)	HU-MGWRK-14160	(U) Staffing	(U) Consists of files that cover the function of component resource allocation and staffing needs Consists of reports, correspondence, memoranda, forms, and other documentation relating to component resource allocation and staffing needs	TEMPORARY Maintain for 2 years, then destroy
(U)	HU-PRMGT	Performance Management		
(U)	HU-PRMGT-14820	(U) Performance Objectives	(U) Consists of files including reports, memoranda, correspondence, and other documentary materials relating to the creation and application of performance objectives for individual employees and occupational groups Performance Objectives for Occupations Groups should be filed under PO-POLIC-08330	TEMPORARY Maintain for 5 years, then destroy
(U)	HU-PRMGT-14830	(U) Performance Feedback	(U) Consists of files including reports, memoranda, correspondence, and other documentary materials relating to feedback given to individual employees by supervisors and managers	TEMPORARY Maintain for 5 years, then destroy
	HU-RECRU-00000	Recruitment		
(U)	HU-RECRU-14610	(U) Applicants	(U) Consists of files relating to individuals who have applied for employment with the Agency [Office that handles Recruitment is the office of record] Consists of original or duplicate copies of notes, forms, correspondence, memoranda, reports, resumes and other documentary materials relating to applicant processing, military personnel, applicants not accepted into programs or for employment, inactive cases, Student Trainee and Graduate Fellow applications, employee processing, interview schedules, and information on applicants with disabilities used for affirmative action hiring purposes, and copies of Agency regulatory issuances and other material which is required reading for entrance on duty	TEMPORARY If applicant hired, transfer materials to "soft" personnel file If applicant not hired, destroy after 2 years
(U)	HU-RECRU-14620	(U) Correspondence	(U) Consists of correspondence files resulting from the recruitment process [The Office that handles recruitment is the office of record] May relate to schools, recruiters' contacts, interviewees, etc	TEMPORARY Maintain for 2 years, then destroy

UNCLASSIFIED

Classification	ASP File Tag	File Series	Description	Disposition
(U)	HU-TRAIN-00000	Training		
(U)	HU-TRAIN-1491	(U) Mission Related Courses	(U) Consists of files of mission-related courses Consists of reports and training materials (lesson plans, training exercises, case studies, pamphlets, manuals, and other publications and documentary material) for mission-related courses	PERMANENT
(U)	HU-TRAIN-14920	(U) Mission Support Courses	(U) Consists of files of mission-support courses Consists of reports, working case files, publications, course materials, and other documentary materials relating to language training, clerical skills, routine administrative or functional support, and managerial courses, component conducted training, Agency military reservist training, PMCD segments of Agency training courses, training costs, training rosters, lesson plans, exercises, case studies, and other administrative activities in the mission support offices Also applies to Internal and External Training Files, and training aids	TEMPORARY Maintain records until course is superseded or obsolete, then destroy
(U)	HU-TRAIN-14930	(U) Training Notices and Requests Files	(U) Consists of files including reports, rosters, memoranda, guidelines, publications, correspondence, audiovisual, and other documentary materials relating to work records, nominations, selection and confirmation of students, student evaluations, instructor evaluations of students, routine administration and support, training aids, language testing, language control register, guest speakers, enrollment, and other training matters relating to external training and conferences	TEMPORARY Maintain for 3 years, then destroy

UNCLASSIFIED

Classification	AFP File Tag	File Series	Description	Disposition
(U)	HU-WATSF-0000	Work Analysis and Staffing		
(U)	HU-WATSF-14710	(U) Staffing Categories Survey Report Files	(U) Consists of files relating to staffing categories surveys of Agency components Consists of functional statements, analyses of position, grade structures and position titles, brief statements of duties and responsibilities, and recommendations	TEMPORARY Maintain for 20 years, then destroy
(U)	HU-WATSF-14720	(U) Staffing Position Categories Files	(U) Consists of correspondence, survey, and case files relating to staffing categories and position descriptions and requests for upgrading, transfers and re-evaluations	TEMPORARY Maintain 5 years after position is abolished or description is superseded or after case file is closed, then destroy
(U)	HU-WATSF-14730	(U) Staffing Complement Changes	(U) Consists of files relating to staffing complement changes, or equivalent processes	PERMANENT
(U)	HU-WATSF-14740	(U) Vacancy Notices	(U) Consists of files such as reports, memoranda, correspondence, logs, and other documentary materials relating to agency vacancy notices	TEMPORARY Maintain for 5 years, then destroy

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/>