

# NOTICE - SOME ITEMS SUPERSEDED OR OBSOLETE

## **Schedule Number: N1-263-12-001**

Some items in this schedule are either obsolete or have been superseded by new NARA approved records schedules. This information is accurate as of: 08/09/2022

### **ACTIVE ITEMS**

These items, unless subsequently superseded, may be used by the agency to disposition records. It is the responsibility of the user to verify the items are still active.

All other items remain active.

### **SUPERSEDED AND OBSOLETE ITEMS**

The remaining items on this schedule may no longer be used to disposition records. They are superseded, obsolete, filing instructions, non-records, or were lined off and not approved at the time of scheduling. References to more recent schedules are provided below as a courtesy. Some items listed here may have been previously annotated on the schedule itself.

Item P-9a was superseded by DAA-0263-2016-0003-0001

UNCLASSIFIED

**Request for Records Disposition Authority**

(See Instructions on reverse)

To: **National Archives and Records Administration (NARA)**  
**Washington, DC 20408**

1. From: (Agency or establishment)

**(U) Central Intelligence Agency (CIA)**

2. Major Subdivision

**(U) Information Management Services (IMS)**

3. Minor Subdivision

4. Name of Person with whom to confer

5. Telephone (include area code)

**Leave Blank (NARA Use Only)**

Job Number

**N1-263-12-01**

Date Received

**10/13/2011****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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.

Date

Archivist of the United States

**23 May 2015****[Signature]****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 1 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☐ has been requested

Signature of Agency Representative

Title

**Director, IMS**

Date (mm/dd/yyyy)

**09/28/2011**7.  
Item  
Number

8. Description of Item and Proposed Disposition

9. GRS or  
Superseded  
Job Citation10. Action  
taken (NARA  
Use Only)

(U) CIA is requesting new disposition authorities for the attached records which will be implemented at a future date after receiving approval from NARA.

(U) The disposition instructions apply to recordkeeping copies covered by the subsequent items. The disposition instructions do not apply to duplicate or reference copies, which may be destroyed when no longer needed or obsolete. Dependent upon the type of record, most records will be cut off at either the end of the calendar year or fiscal year. Unless a specific medium for an item is identified, all items in this schedule are to be considered media neutral (e.g., paper, electronic, or other).

(U) Disposition Instructions: PERMANENT. Cut off at close of activity or on an annual basis. Maintain records in an accessible format or medium. Transfer to NARA 50 years after cutoff. Where feasible earlier transfers may be negotiated with NARA. When necessary CIA may retain certain records longer than the period specified in the approved records schedule if needed for the conduct of regular agency business in accordance with 44 U.S.C. §2107(2).

\*\* P1b

FRCS Item	Description
P-1	<b>Policy, Planning, and History Records</b>
P-1a	Policy and Planning Records
P-2	<b>Committees, Task Forces, Boards, and Councils Records</b>
P-2a	Establishment and Activities Records.
P-2b	Special Search Collections.
P-3	<b>Appropriations, Budget, and Finance Planning Records</b>
P-3a	Budget and Appropriations Planning Records.
P-3b	Records Documenting Budget Interactions with Office of the Director of National Intelligence (ODNI), Office of Management and Budget (OMB), and Congress.
P-3c	Financial Reports and Associated Records.
P-3d	Budget Policy, Programs, and Agreements Records.
P-4	<b>Senior Leadership Records</b>
P-4a	Mission-related speeches, lectures, and briefings made by CIA senior leaders to Congressional Oversight Committees, White House officials, high-level Intelligence Community meetings, and similar groups.
P-5	<b>Program and Project Records for Research, Development, and Technology Efforts</b>
P-5a	Research and Development Program and Project Case Files.
P-5b	Technical Collection Evaluation Records.
P-5c	Project Management Records for Unique Information Technology Systems.
P-6	<b>Strategic Human Resources, Significant Awards, and Mission-Related Training Records</b>
P-6a	Agency-Wide Staffing Analysis Records.
P-6b	Honor, Merit, and Public Service Awards Records.
P-6c	Mission-Related Training.

### P1b Agency Histories and related material

Books, monographs, and articles completed and/or finished by the Agency's history staff (regardless of final publication status); historical bibliographic documentary listings; systematic declassifications under E.O. 13526; archival and research guides to historical sources and authorities; and records of interviews with key personnel.

\*\* Pen-and-ink change submitted by agency ARO, 7/15/2020. See dossier for documentation.

P-7	<b>Liaison Records</b>
P-7a	Congressional Liaison Records.
P-7b	CIA Liaison Authorities.
P-7c	High-Level Conferences and Briefings.
P-7d	Intelligence Activities with Other Agencies.
P-7e	External Technical Support Records.
P-7f	Open Source Center (OSC) Partnership Agreements.
P-7g	Intelligence Disclosure Records.
P-8	<b>Open Source Center (OSC) Records</b>
P-8a	OSC Publications.
P-8b	Press Statements from Foreign Media and Leaders.
P-8c	Press Agency Regulations, Contracts, and Agreements.
P-8d	Master Copies of OSC Videos with Intelligence Value.
P-9	<b>Information Management Records</b>
P-9a	Publications Review Board (PRB) Minutes and Requests Pertaining to Official Duties.
P-10	<b>Agency Facilities and Real Estate Project Records</b>
P-10a	Agency-Owned Property.
P-10b	Other Facilities Records.
P-11	<b>Legal Records on Significant Litigations, Precedent-Setting Opinions, and Formal Agreements</b>
P-11a	Precedent-Setting Opinions on CIA Activities, and Associated Records.
P-11b	Significant Litigation Cases or Investigation Matters.
P-11c	Formal Agreements, Communications, and Reports.
P-12	<b>Intelligence Reports and Related Records</b>
P-12a	Finished Intelligence Publications and Production Case Files.
P-12b	Policy Support and Support to Arms Control Negotiations.
P-12c	Disseminated Intelligence Information Reports.
P-12d	Official Agency or Directorate Studies and Publications.
P-12e	Special Collections.
P-13	<b>Audit, Inspection, and Investigation Records</b>
P-13a	Audit Reports Case Files.
P-13b	Inspection Reports Case Files.
P-13c	Special Reports and Investigations Case Files.
P-13d	Outgoing IG Correspondence.
P-13e	IG External Review Records.

P-14	<b>Public Affairs Records</b>
P-14a	Original Publication Materials for Public Release, Press Releases and Notices, and Agency-wide Internal Communications.
P-15	<b>Intelligence Collection and Operations Records</b>
P-15a	Personality Files.
P-15b	Operational Activities Files.
P-15c	Operational Interest Files.
P-15d	Sensitive Code Designation Records. Control file of the code designations.
P-15e	Authentication Records.