

The following represents a public use version of a records schedule classified in accordance with Executive Order 13526.

You will need to submit a Freedom of Information Act (FOIA)/Mandatory Declassification Review (MDR) request to the NARA Office of the General Counsel to seek access to the classified version of this records schedule.

Instructions on how to submit a request for access can be found on <https://www.archives.gov/foia>

**PUBLIC USE VERSION**

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  
11-203-12-2

Date Received  
8-20-2012

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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  
18 Jul 2012

Archivist of the United States  
*[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 \_\_\_\_\_ 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

*Joseph W. [Signature]*

Title

Director, IMS

Date (mm/dd/yyyy)

08/08/2012

Item Number	8. Description of Item and Proposed Disposition	9. GRS or Superseded Job Citation	10. Action taken (NARA Use Only)
	<p>(U) Temporary 75 Year Series.</p> <p>(U) Please see attached pages.</p>		

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**(U) Flexible Records Control Schedule**  
**(U) Temporary 75 Year Series**

**(U) Background:**

(U) Per the requirements of 36 *Code of Federal Regulations (CFR) Subchapter B*, the Central Intelligence Agency (CIA or Agency) is requesting that the National Archives and Records Administration (NARA) grant records disposition authority to Record Group 263 for its Flexible Records Control Schedule (RCS). The Flexible RCS streamlines CIA's existing disposition authorities by aligning to business functions and consolidating identical or similar retention periods. The Flexible RCS also incorporates new functions or updated descriptions, as appropriate. CIA is requesting new disposition authorities for the items in the Flexible RCS, which will be implemented at a future date after receiving approval from NARA.

**(U) Series:** Temporary 75 Year (75)

**(U) Disposition Instructions:** TEMPORARY - FOR DISPOSITION INSTRUCTIONS, SEE EACH ITEM LISTED IN THE ATTACHED SCHEDULE.

**(U) Application of Disposition Instructions:** The disposition instructions for the 75 Year Series 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, records will be cut off at either the end of the calendar year or fiscal year unless otherwise indicated. Unless a specific medium for a specific series is identified in the description, all items in this schedule are to be considered media neutral (e.g., paper, electronic, or other formats).

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Item	Description	Disposition
75-1	<b>Human Resources Records</b>	
75-1a	Official Personnel Files consisting of personnel actions	Destroy 75 years after employee separation.
75-1b	Retirement Reports and Registers	Destroy 75 years after employee separation or when no longer needed for business purposes, whichever is later.
75-1c	Retirement Investment Plans	Destroy 75 years after employee separation or when no longer needed for business purposes, whichever is later.
75-2	<b>Intelligence Collection and Operations Records</b>	
75-2a	Personality files of collaborators	Destroy 75 years after file is closed.
75-2b	Cover files consisting of memoranda and instructions	Destroy 75 years after employee separation.
75-3	<b>Payroll Records</b>	
75-3a	Payroll Administration Records	Destroy when 75 years old.
75-4	<b>Security Records</b>	
75-4a	Secrecy Agreement Files	Destroy when 75 years old.

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/>