

Request for Records Disposition Authority

(See Instructions on reverse)

Leave Blank (NARA Use Only)

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

Job Number **NI-263-14-01**

Date Received **1/30/14**

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.

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
(b)(3)

5. Telephone (include area code)
(b)(3)

Date **3/21/10** **WITHDRAWN**

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

Joseph W. Rumble

Title
Director, IMS

Date (mm/dd/yyyy)
22 Jan 2014

Item Number	8. Description of Item and Proposed Disposition	9. GRS or Superseded Job Citation	10. Action taken (NARA Use Only)
	<p>(U) Non-Senior Email.</p> <p>(U) Please see attached 1 page</p> <p>* (U) This document is protected from release under Section 6 of the CIA Act of 1949. No portion—including Unclassified portions thereof—is authorized for release without prior approval from CIA.</p>		

(U) **Flexible Records Control Schedule**
 (U) **Non-Senior Email**

(U) The following request for records disposition authority is consistent with guidance provided by the National Archives and Records Administration in NARA Bulletin 2013-02, Guidance on New Approach to Managing Email Records, dated August 29, 2013.

(U) **Non-Senior Email.** Record copies of email created, sent, or received by all Agency personnel (including staff and contractors) who are not in senior leadership positions as defined below* via government electronic messaging systems as described in Agency email policy.

(U) **Temporary:** After separation of staff employee, contractor, or other category of personnel, destroy at 3 years or when no longer needed, whichever is sooner.

(Agency policy requires users to retain email that meet the definition of a record requiring longer retention in an approved recordkeeping system. Agency policy also allows disposal of temporary, transitory, or nonrecord email requiring shorter retention in accordance with General Records Schedule 23 Item 7 and other relevant GRS or Agency Records Control Schedule citations.)

(U) *Senior leadership positions are defined by the following titles (or predecessor / successor titles), to include supporting personnel if they perform functions on direct behalf of senior leaders:

- Director, CIA
- Deputy Director, CIA
- Executive Director, CIA
- Deputy Executive Director(s), CIA
- Director for Intelligence
- Director, National Clandestine Service
- Director for Science and Technology
- Director for Support
- General Counsel
- Inspector General
- Associate Director for Military Affairs
- Director, Office of Congressional Affairs
- Director, Office of Public Affairs
- Chief Financial Officer
- Chief Information Officer
- Chief, Human Resources
- Director, Corporate Strategy, Policy, and Integration
- Director, Center for Mission Diversity and Inclusion
- Director, Open Source Center
- Director, Operations Center
- Chief, Director's Executive Support Staff
- Chief, Office of Protocol

(U) Records of these senior positions, including email of named senior leaders, are identified as PERMANENT as described in schedule N1-263-12-01.

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/>