

Request for Records Disposition Authority <small>(See instructions on reverse)</small>		Leave Blank (NARA Use Only)	
To: National Archives and Records Administration (NARA) Washington, DC 20408		File Number	N1-263-14-3
1. From (Agency or Attachment) (U) Central Intelligence Agency (CIA)		Date Received	9/23/2014
2. Major Subject Area (U) Information Management Services (IMS)		Notification to Agency In accordance with the provisions of 44 U.S.C. 2203a the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
3. Minor Subject Area		Case	17 August 14 [Signature]
4. Name of Primary or Other Contact		Technical Staff Inquiries	
5. Agency Case File #		Date Forwarded	
I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of records and that the records proposed for disposition on the attached page(s) are not now needed for the business of this agency or will not be needed after the retention period specified and that written concurrence from the General Accounting Office, under the provisions of Title 5 of the GAO Manual for Guidance of Federal Agencies: <input checked="" type="checkbox"/> is not required <input type="checkbox"/> is attached <input type="checkbox"/> has been relinquished			
Signature of Agency Representative [Signature]		Title	Date Forwarded 08/03/2014
Director, IMS			
Item Number	Description of Item and Proposed Disposition	Is NARS/Superseded/Accession	10 Action taken (NARA Use Only)
	(U) Temporary 3 Year Series. (U) please see attached 4 pages.		

UNCLASSIFIED

Public Use Version

CIA (RG 263) Flexible RCS - Temporary 3 Year Series

(U) Flexible Records Control Schedule

(U) 3 Year Retention

**(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 3 Year (3)**

**(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 3 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 cutoff 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
<b>3-1</b>	<b>Communications Records</b>
3-1a	Technical and Scientific Test Data. Disposition: Destroy after 3 years or when no longer needed whichever is sooner
<b>3-2</b>	<b>Open Source Center (OSC) Records</b>
3-2a	Requirements for Monitoring records. Records containing lists of requirements for monitoring open source, multi-format foreign broadcasts. Disposition: Destroy after 3 years
<b>3-3</b>	<b>Human Resources Records</b>
3-3a	Vacancy notice records. Disposition: Destroy after 3 years or when no longer needed whichever is sooner
3-3b	Applicant records. Disposition: Destroy after 3 years
3-3c	Informal notes and worksheets of the Career Service and Sub-Group Boards and Panels. Disposition: Destroy after 3 years or when no longer needed, whichever is sooner.
3-3d	Performance Improvement Plans. Disposition: Destroy 3 years after employee separation.
3-3e	General and Dependent Casualty Records. Disposition: Destroy 3 years after case closure.
3-3f	Medical Disability Retirement Request records. Disposition: Destroy 3 years after case closure.
<b>3-4</b>	<b>Information Control Records</b>
3-4a	Media Production Records. Documentation and other materials associated with the development of media products. Disposition: Destroy after 3 years or when no longer needed whichever is sooner
<b>3-5</b>	<b>Information Management Records</b>
3-5a	Portion Marking Waiver records. Record copy of Agency approved waivers to the portion marking requirement for classified documents. Disposition: Destroy after 3 years or when no longer needed/obsolete whichever is longer
3-5b	Foreign relations of the U.S. (FRUS) manuscript records. Correspondence with the Department of State relating to the review of manuscripts in the FRUS series. Disposition: Destroy 3 years after manuscript finalized.

## CIA (RG 263) RCS Temporary 3 Year Series

<b>3-6</b>	<b>Intelligence Collection and Operational Records</b>
3-6a	Intelligence Requirement Processing Records. Requirements levied on the various intelligence collectors throughout the Intelligence Community. Disposition: Destroy after 3 years
3-6b	Technical Input Data Records. Disposition: Destroy after 3 years
3-6c	Foreign map source records. Disposition: Destroy after 3 years or when entity is no longer providing maps whichever is longer
3-6d	Operational Interest records: -Information relating to individuals of interest. -Correspondence from U.S. government/military entities on their activities. Disposition: Destroy no sooner than 3 years but no later than 10 after no interest.
3-6e	Arms Control Inspection - Support Files Disposition: Destroy no sooner than 3 years but not later than 30 years after the report date.
<b>3-7</b>	<b>Liaison Records</b>
3-7a	Analytic Outreach records. Information on professional contacts for the purpose of developing expertise and attaining unclassified insights. Disposition: Destroy 3 years after contact ended or when no longer needed, whichever is later.
3-7b	Foreign Gifts and Declarations records. Correspondence and reports relating to foreign gifts and declarations presented to Agency personnel. Includes annual notification, by statute, to the Department of State that publishes a list in the Federal Register of all foreign gifts received. Disposition: Destroy no sooner than 3 years, but not later than 10 years after notification of gift receipt.
<b>3-8</b>	<b>Logistics, Space and Maintenance (includes equipment and stores)</b>
3-8a	Test Evaluation Data Records. Disposition: Destroy no later than 3 years after equipment disposed or when no longer needed.
3-8b	Technical Services Field Support Records. Disposition: Destroy after 3 years.
<b>3-9</b>	<b>Medical Records</b>
3-9a	Narcotic Log records. Used to record the receipt and expenditure of all prescribed narcotic drugs. Disposition: Destroy no sooner than 3 years, but not later than 10 years.
<b>3-10</b>	<b>Inspector General Reports</b>
3-10a	Office of Inspector General reports and surveys. Component copies of reports and related correspondence. Disposition: Destroy after 3 years or when no longer needed whichever is sooner

<b>3-11</b>	<b>Posters</b>
3-11a	Routine Posters. Posters relating to routine events and subjects common to most agencies, including health and safety education programs. Includes poster production materials Disposition: Destroy after 3 years or when no longer needed whichever is sooner
<b>3-12</b>	<b>Security Records</b>
3-12a	COMSEC Security Support Records. Disposition: Destroy after 3 years
3-12b	Environmental and Safety Staff Installation records. Disposition: Destroy 3 years after facility closes or when no longer needed whichever is sooner
3-12c	Security clearance for limited access records. Name checks, security reliability determinations and short term approvals for limited (less than one year for each clearance request) access to Agency facilities or classified information. Disposition: Destroy after 3 years or after last action whichever is longer
3-12d	External attorney support records. Information on external attorneys cleared for use on classified projects. Disposition: Destroy 3 years after clearance is canceled.
3-12e	Badge records. Records on employees, Federal Protective Officers, and visitor-no-escort contractors who have been issued badges. Disposition: Destroy 3 years after employee separated or when no longer needed whichever is sooner
3-12f	Cryptographic Inventory Records. Records include inventories, documents for accountability, transfer and destruction of cryptographic materials/equipment. Disposition: Destroy no sooner than 3 years, but not later than 10 years after material/equipment is destroyed.
3-12g	The Financial Disclosure Form (FDF) records. Financial Disclosure Forms are required by Executive Order 12968. Disposition: Destroy 3 years after employee or contractor separation.
<b>3-13</b>	<b>Training Records</b>
3-13a	Language program records. Includes employees enrolled in language programs. Disposition: Destroy 3 years after training completion
3-13b	Student evaluation and administrative records. Related to mission-related training. Destroy 3 years after cutoff. NOTE: excludes those records covered by GRS 2.6 as well as N1-263-12-01, item P6 (permanent CIA training records). [addition requested under NARA flexible scheduling guidance by agency ARO, 12/18/2020 -- SAC]