

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> (See Instructions on page 3)	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NARA) 8601 ADELPHI ROAD, COLLEGE PARK, MD. 20740-6001	
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

<b>LEAVE BLANK (NARA use only)</b>	
JOB NUMBER <i>N1-263-1501</i>	
DATE RECEIVED <i>3/25/15</i>	
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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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
<i>17DD-15</i>	<i>[Signature]</i>

**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; or  has been requested.

DATE <i>25 MAR 15</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>Joseph W. [Signature]</i>	TITLE Director, IMS
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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	(U) See Attached		

Portion Mark	Item	Description	Disposition	Previously-Approved NARA Disposition Authority
(U)	1	<b>Incentive, Achievement and Certification Program Files.</b>		
(U)		Records on Agency certification and incentive programs which establish the requirements whereby employees meet specific requirements through training, education and professional experience that qualify them to receive awards and/or eligibility for specific positions requiring evidence of achievement for a position of higher responsibility or salary. Examples of such programs include, but are not limited to, language maintenance and use incentive; project manager and Contracting Officer Technical Representative (COTR) certification; intelligence educator certification.		
(U)	1a	Participant files for incentive, achievement and certification awards. Includes documentation about the participant in said program including training history; education; nominating packages; professional and work experience.	<b>Disposition Instructions:</b> TEMPORARY - DESTROY 3 YEARS after separation. Close activity or cut off records, maintain records in an accessible format or medium for three years after employee separation, then destroy.	NC1-263-84-5 Item 32c