

Request for Records Disposition Authority

Records Schedule Number DAA-0263-2020-0001

Schedule Status Modified Approved Version

Agency or Establishment Central Intelligence Agency

Record Group / Scheduling Group Records of the Central Intelligence Agency

Records Schedule applies to Agency-wide

Schedule Subject Individual Training Records

Internal agency concurrences will be provided No

Background Information This item is for the disposition of the training records for each individual employed or engaged by the Central Intelligence Agency (e.g. employees, contractors)

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
1	0	1	0

GAO Approval

Outline of Records Schedule Items for DAA-0263-2020-0001

Sequence Number	
1	Individual Training Records Disposition Authority Number: DAA-0263-2020-0001-0001

Records Schedule Items

Sequence Number	
1	<p>Individual Training Records</p> <p>Disposition Authority Number DAA-0263-2020-0001-0001</p> <p>Records for each person employed or engaged by the Central Intelligence Agency documenting the individual's attendance in internal and external training.</p> <p>Final Disposition Temporary</p> <p>Item Status Active</p> <p>Is this item media neutral? Yes</p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes</p> <p>Do any of the records covered by this item exist as structured electronic data? Yes</p> <p>GRS or Superseded Authority Citation NC1-263-85-001 / 10 / d DAA-GRS-2016-0014-0003</p> <p>Disposition Instruction</p> <p>Cutoff Instruction After separation</p> <p>Retention Period Destroy no sooner than 3 year(s) after cutoff but longer retention is authorized</p> <p>Additional Information</p> <p>GAO Approval Not Required</p>

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 in this schedule are not now needed for the business of the agency or will not be needed after the retention periods specified.

Signatory Information

Date	Action	By	Title	Organization
12/05/2019	Certify	CIA One	Records Management	Records Management - Records Management
09/10/2020	Submit for Concurrence	Sean Curry	Senior Appraisal Archivist	National Archives and Records Administration - Agency Services
10/01/2020	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
10/05/2020	Concur	Laurence Brewer	Chief Records Officer	National Records and Archives Administration - National Records and Archives Administration
10/05/2020	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist