

Request for Records Disposition Authority

Records Schedule Number **DAA-0263-2021-0010**

Schedule Status **Approved**

Agency or Establishment **Central Intelligence Agency**

Record Group / Scheduling Group **Records of the Central Intelligence Agency**

Records Schedule applies to **Agency-wide**

Schedule Subject **Electronic Employee Biographic Records**

Internal agency concurrences will
be provided **No**

Background Information

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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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-0263-2021-0010

Sequence Number	
1	Electronic Employee Biographic Records Disposition Authority Number: DAA-0263-2021-0010-0001

Records Schedule Items

Sequence Number	
1	<p>Electronic Employee Biographic Records</p> <p>Disposition Authority Number DAA-0263-2021-0010-0001</p> <p>A record of each staff employee that includes work experience, education, certifications, military experience, job interests, et.al., that serves as a resume and attached to an officer's application of a position.</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? No</p> <p>Disposition Instruction</p> <p>Retention Period Destroy between 3 year(s) and 30 year(s) after separation</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
06/22/2021	Return to Submitter	CIA Five	Records Management	Records Management - Records Management
12/23/2021	Certify	CIA One	Records Management	Records Management - Records Management
06/02/2022	Submit for Concurrence	Sean Curry	Senior Appraisal Archivist	National Archives and Records Administration - Agency Services
06/09/2022	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
06/10/2022	Concur	Laurence Brewer	Chief Records Officer	National Records and Archives Administration - National Records and Archives Administration
06/14/2022	Approve	Debra Wall	Deputy Archivist	National Archives and Records Administration - ND Archives I Office