

Request for Records Disposition Authority

Records Schedule Number DAA-0263-2022-0004

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 Student Evaluation and Administrative 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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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-0263-2022-0004

Sequence Number	
1	Student Evaluation and Administrative Records Disposition Authority Number: DAA-0263-2022-0004-0001

Records Schedule Items

Sequence Number																					
1	<p>Student Evaluation and Administrative Records</p> <p>Disposition Authority Number DAA-0263-2022-0004-0001</p> <p>These are records from mission-related or non-mission training that include student evaluations and other administrative information similar to those records identified in GRS 2.6 Item 010.</p> <table><tr><td>Final Disposition</td><td>Temporary</td></tr><tr><td>Item Status</td><td>Active</td></tr><tr><td>Is this item media neutral?</td><td>Yes</td></tr><tr><td>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?</td><td>Yes</td></tr><tr><td>Do any of the records covered by this item exist as structured electronic data?</td><td>Yes</td></tr><tr><td>GRS or Superseded Authority Citation</td><td>N1-263-14-003 / 13/b</td></tr><tr><td>Disposition Instruction</td><td></td></tr><tr><td>Retention Period</td><td>Destroy no sooner than 3 years, but not later than 30 years.</td></tr><tr><td>Additional Information</td><td></td></tr><tr><td>GAO Approval</td><td>Not Required</td></tr></table>	Final Disposition	Temporary	Item Status	Active	Is this item media neutral?	Yes	Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	Yes	Do any of the records covered by this item exist as structured electronic data?	Yes	GRS or Superseded Authority Citation	N1-263-14-003 / 13/b	Disposition Instruction		Retention Period	Destroy no sooner than 3 years, but not later than 30 years.	Additional Information		GAO Approval	Not Required
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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
07/14/2022	Certify	CIA Two	Records Management	Records Management - Records Management
11/30/2022	Submit for Concurrence	Sean Curry	Senior Appraisal Archivist	National Archives and Records Administration - Agency Services
12/06/2022	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
12/06/2022	Concur	Laurence Brewer	Chief Records Officer	National Records and Archives Administration - National Records and Archives Administration
12/07/2022	Approve	Debra Wall	Deputy Archivist	National Archives and Records Administration - ND Archives I Office