

## Request for Records Disposition Authority

Records Schedule Number DAA-0263-2022-0005

Schedule Status Approved

Agency or Establishment Central Intelligence Agency

Record Group / Scheduling Group Records of the Central Intelligence Agency

Records Schedule applies to Major Subdivision

Major Subdivision Common to all Directorates

Schedule Subject Communications Security (COMSEC) Accounting 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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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-0263-2022-0005

Sequence Number	
1	Communications Security (COMSEC) Accounting Records. Disposition Authority Number: DAA-0263-2022-0005-0001

## Records Schedule Items

Sequence Number	
1	<p><b>Communications Security (COMSEC) Accounting Records.</b></p> <p>Disposition Authority Number      DAA-0263-2022-0005-0001</p> <p>These records include: - Lists of cryptographic custodians - Seed key and certificates - Keying material guidance - Cryptographic and/or COMSEC account inventories/audits - Compromise and supersession reports</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GRS or Superseded Authority Citation      N1-263-14-003 / 12/a</p> <p>Disposition Instruction</p> <p>Retention Period                      Retain for use as long as needed to support operations or as long as associated projects are active. Review every year for destruction.</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
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