

Request for Records Disposition Authority

Records Schedule Number DAA-0263-2022-0006

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 Contingency Plan Records for Agency Personnel

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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
4	0	4	0

GAO Approval

Outline of Records Schedule Items for DAA-0263-2022-0006

Sequence Number	
1	Contingency Plan Records for Agency Personnel: revised or superseded Disposition Authority Number: DAA-0263-2022-0006-0001
2	Contingency Plan Records for Agency Personnel: final / current version Disposition Authority Number: DAA-0263-2022-0006-0002
3	Contingency Plan Records for Agency Personnel in the event of casualty: revised or superseded Disposition Authority Number: DAA-0263-2022-0006-0003
4	Contingency Plan Records for Agency Personnel in the event of casualty: final / current version Disposition Authority Number: DAA-0263-2022-0006-0004

Records Schedule Items

Sequence Number	
1	<p>Contingency Plan Records for Agency Personnel: revised or superseded</p> <p>Disposition Authority Number DAA-0263-2022-0006-0001</p> <p>Records containing biographic and personal data of personnel traveling abroad as a part of the Agency contingency planning that have been revised or superseded.</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>Disposition Instruction</p> <p>Retention Period Destroy immediately after revised or superseded</p> <p>Additional Information</p> <p>GAO Approval Not Required</p>
2	<p>Contingency Plan Records for Agency Personnel: final / current version</p> <p>Disposition Authority Number DAA-0263-2022-0006-0002</p> <p>Records containing biographic and personnel data of personnel traveling abroad as a part of the Agency contingency planning that have not been revised, replaced or superseded.</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>

3	Disposition Instruction	
	Retention Period	Destroy 3 year(s) after separation
	Additional Information	
	GAO Approval	Not Required
	Contingency Plan Records for Agency Personnel in the event of casualty: revised or superseded	
	Disposition Authority Number	DAA-0263-2022-0006-0003
	Records containing information about the location of wills, assets, legal documents, etc., for personnel assigned oversea for use with the surviving family in the event of a casualty; that have been revised or superseded.	
	Final Disposition	Temporary
	Item Status	Active
	Is this item media neutral?	Yes
4	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
	Disposition Instruction	
	Retention Period	Destroy immediately after revised or superseded
	Additional Information	
	GAO Approval	Not Required
	Contingency Plan Records for Agency Personnel in the event of casualty: final / current version	
	Disposition Authority Number	DAA-0263-2022-0006-0004
	Records containing information about the location of wills, assets, legal documents, etc., for personnel assigned overseas for use with the surviving family in the event of a casualty that have not be revised, replaced or superseded.	
	Final Disposition	Temporary
	Item Status	Active
	Is this item media neutral?	Yes
	Do any of the records covered by this item currently exist in	Yes

electronic format(s) other than e-mail and word processing?

Do any of the records covered by this item exist as structured electronic data? Yes

Disposition Instruction

Retention Period Destroy 10 year(s) after separation or casualty

Additional Information

GAO Approval Not Required

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
08/03/2022	Certify	CIA Two	Records Management	Records Management - Records Management
01/24/2023	Submit for Concurrence	Sean Curry	Senior Appraisal Archivist	National Archives and Records Administration - Agency Services
01/24/2023	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
01/25/2023	Concur	Laurence Brewer	Chief Records Officer	National Records and Archives Administration - National Records and Archives Administration
01/28/2023	Approve	Debra Wall	Deputy Archivist	National Archives and Records Administration - ND Archives I Office