

Request for Records Disposition Authority

Records Schedule NumberDAA-0263-2023-0001

Schedule StatusApproved

Agency or EstablishmentCentral Intelligence Agency

Record Group / Scheduling GroupRecords of the Central Intelligence Agency

Records Schedule applies toAgency-wide

Schedule SubjectNon-staff Potential Hire Records

Internal agency concurrences will be providedNo

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of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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

0001

Outline of Records Schedule Items for DAA-0263-2023-0001

Sequence Number	
1	Non-staff Potential Hire Records Disposition Authority Number: DAA-0263-2023-0001-0001

Records Schedule Items

Sequence Number	
1	<p>Non-staff Potential Hire Records</p> <p>Disposition Authority Number DAA-0263-2023-0001-0001</p> <p>These records cover contact with non-staff for interest in providing support to the Agency. They include contact with individuals who did not respond, contact with individuals who indicated no interest, and contact with individuals that were subsequently determined not suitable.</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>Cutoff Instruction Cutoff when contact ceases.</p> <p>Retention Period Destroy after six months but not later than 3 years.</p> <p>Additional Information</p> <p>GAO Approval Required and Received</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
11/01/2022	Certify	CIA Two	Records Management	Records Management - Records Management
01/23/2023	Submit for Concurrence	Mark Sgambettera	Supervisory Archives Specialist	National Archives and Records Administration - Records Management Services/FOIA Staff
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