

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0263-2025-0001

Status: APPROVED
Date Approved: 04/14/2026

General Information

Agency or Establishment	Central Intelligence Agency
Record/Scheduling Group	0263 - Records of the Central Intelligence Agency
Records Schedule Applies To	Agency Subdivision
Major Subdivision	Director of Central Intelligence Agency (DCIA)
Schedule Subject	Biographic Data on Applicants
Is There a Classified Version of This Schedule?	No
Is consultation and coordination with Tribal Governments required?	No - the records covered by this schedule do not implicate Tribal interests

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Item Count

Total number of disposition items: 1

Number of Temporary disposition items: 1

Number of Permanent disposition items: 0

Number of Items with Disposition Not Approved: 0

Number of Inactive disposition items: 0

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Outline of Records Schedule Items for DAA-0263-2025-0001

Item #	Title	Disposition
0001	Biographic Data on Applicants	Temporary

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Records Schedule Items

DAA-0263-2025-0001-0001		STATUS: Active
ITEM GENERAL INFORMATION		
Item Title	Biographic Data on Applicants	
Item Description	Biographic data extracted from applicant packages and related data used for trends analysis and other reporting on hiring process.	
Is this item media neutral?	No	
Media limitation	Digital only	
Is this item a Big Bucket?	No	
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS		
Does this item supersede existing disposition authorities?	No	
Is this item a deviation from the GRS?	No	
DISPOSITION INSTRUCTION		
Final Disposition	Temporary	
Cutoff Instructions	Cut off at end of Calendar year.	
Retention Period	Destroy 10 year(s) after cutoff	
ADDITIONAL INFORMATION		
Are any of the records covered by this item national security classified?	Yes	
GAO Approval Required	No	

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Signatory Information

Action	User	Date
Approve	Edward Forst (Acting Archivist)	04/14/2026



Office of the Chief
Records Officer for the
U.S. Government

This schedule was signed outside of the ERA system using Standard Form 115.

NARA staff updated ERA to reflect this approval, moving the record schedule into an approved status. The approved status allows for generation of a PDF indicating that the schedule has been approved, and allows an agency to use the schedule in ERA to create transfer requests. The approved date in the system and on the PDF version of the records schedule reflects the system actions.