

The dossiers that are located on NARA@Work are for the use of NARA staff only. These files have not been reviewed for public release, and should not be shared with the public. If a NARA staff member wants to provide the public with a copy of a dossier they must submit their request to the FOIA Officer, Office of General Counsel.

Request for Records Disposition Authority

Records Schedule Number **DAA-0263-2021-0010**

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 **Electronic Employee Biographic 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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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-0263-2021-0010

Sequence Number	
1	Electronic Employee Biographic Records Disposition Authority Number: DAA-0263-2021-0010-0001

Records Schedule Items

Sequence Number	
1	<p>Electronic Employee Biographic Records</p> <p>Disposition Authority Number DAA-0263-2021-0010-0001</p> <p>A record of each staff employee that includes work experience, education, certifications, military experience, job interests, et.al., that serves as a resume and attached to an officer's application of a position.</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? No</p> <p>Disposition Instruction</p> <p>Retention Period Destroy between 3 year(s) and 30 year(s) after separation</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
06/22/2021	Return to Submitter	CIA Five	Records Management	Records Management - Records Management
12/23/2021	Certify	CIA One	Records Management	Records Management - Records Management
06/02/2022	Submit for Concurrence	Sean Curry	Senior Appraisal Archivist	National Archives and Records Administration - Agency Services
06/09/2022	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
06/10/2022	Concur	Laurence Brewer	Chief Records Officer	National Records and Archives Administration - National Records and Archives Administration
06/14/2022	Approve	Debra Wall	Deputy Archivist	National Archives and Records Administration - ND Archives I Office

Executive Summary

Summary

The Central Intelligence Agency requests disposition authority for Electronic Biographic Records. Proposed for temporary retention are data related to personnel records and actions, used by employees to facilitate internal job application processes. These records have temporary value because they are administrative in nature and do not meet the criteria for permanent retention.

Permanent Item Numbers

Federal Register Notice

Required

Publication Date

2022-04-08

MDS 06/02/2022

Copies Requested

0

Comments Received

0



Sean Curry <sean.curry@nara.gov>

RE: DAA-0263-2021-0010, Electronic Biographic Records1 message

(b)(3)
To: Sean Curry <sean.curry@nara.gov>
Cc: (b)(3)

Wed, Mar 16, 2022 at 12:08 PM

Hi Sean,

We received word back from the review team and this report is good to post as written.

(b)(3)

From: Sean Curry <sean.curry@nara.gov>

Sent: Thursday, March 03, 2022 1:28 PM

(b)(3)

C (b)(3)

Subject: Re: DAA-0263-2021-0010, Electronic Biographic Records

Thanks (b)(3)

No, the appraisal report remains static – it documents that the change was requested; it just needs to be made before FR publication. Then we add a memo to that packet that says the changes outlined in the appraisal report have been implemented. It's not the cleanest process, but it helps us keep it all documented.

But please let me know of any questions / concerns.

Once I hear back on the pre-pub review I will begin the FR publication process.

And thanks again!

Sean

On Thu, Mar 3, 2022 at 9: (b)(3) wrote:

Hi Sean,

We are fine with you making the change. Will you change it in the appraisal report also? I've held off sending it over for review just in case.

Thank you!

(b)(3)

From: Sean Curry <sean.curry@nara.gov>

Sent: Friday, February 25, 2022 9:36 AM

(b)(3)

Subject: DAA-0263-2021-0010, Electronic Biographic Records

Good morning (b)(3)

Review of this schedule is going quick, and we are close to being ready for Federal Register publication. Next steps:

1) The appraisal report is attached for agency pre-publication review.

2) We are asking for one minor change to this schedule: change the schedule title and the series title to read "Electronic Employee Biographic Records" ... this would just be on the NARA schedule, and you can use your own terminology on internal versions.

We have two options for this change: I can do it on your behalf, to avoid returning the schedule in ERA; or I can return the schedule in ERA for you to make the change, an (b)(3) can recertify. Please let me know which you prefer.

Thanks, and have a great weekend!

Sean

--

Sean A. Curry, MLS

Senior Records Analyst

Appraisal Team 2

Agency Services, National Archives and Records Administration

14700 Townsend Road

Philadelphia, PA 19154

(p) 215-305-2036

(f) 215-305-2052

www.archives.gov

—

Sean A. Curry, MLS

Senior Records Analyst

Appraisal Team 2

Agency Services, National Archives and Records Administration

14700 Townsend Road

Philadelphia, PA 19154

(p) 215-305-2036

(f) 215-305-2052

www.archives.gov

FINAL REVIEW FORM

Job Number: DAA-0263-2021-0010

Date Sent: 2/25/2022

Date Received: _____

Date Due: 3/18/2022

TO: SHU Core Team Member/Other SHU: don.mcilwain@nara.gov

Return to ACRA Contact: sean.curry@nara.gov

This schedule is transmitted for review of the appraisal and schedule.

Summary/Final Review

Have all issues raised on the Initial Review Form and through other contacts during the appraisal process been satisfactorily addressed?

Yes ☒

No ☐

Explain all "No" answers:

Are all descriptions, disposition statements, and transfer instructions acceptable?

Yes ☒

No ☐

Does SHU Core Team Member/Other SHU Representative concur with final version of the schedule? If "No," attach a separate memorandum explaining reason for non-concurrence.

Yes ☒

No ☐

Stakeholder Final Action:

Unit concurs with the understanding that all the changes proposed in the appraisal memo are made, if any are recommended.



Concur



Do Not Concur

Signature Field: Don McIlwain

Date: 3/8/2022



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

14

Date: February 24, 2022
Appraiser: Sean A. Curry, ACR2
Agency: Central Intelligence Agency
Subject: DAA-0263-2021-0010

INTRODUCTION

Schedule Overview

Electronic Biographic Records

Background

The Central Intelligence Agency is generally not subject to Office of Personnel Management (OPM) rules, which also precludes them from utilizing NARA-issued General Records Schedules (GRS) for personnel-related records. They have multiple agency-specific disposition authorities for their personnel-related records. The records represented on this schedule also relate to personnel activities within the CIA.

Additional Background

The CIA has an internal requirement that employees applying for position vacancy announcements must also attach a summary sheet – a form that currently includes 26 fields summarizing the basics of employment and allowing for the inclusion of “open field” data. The records on this schedule represent a consolidation of information populated from multiple other personnel-related datasets managed by the CIA: general HR data, training data, certification data, and the like. Those applying for a vacancy can generate their sheet from this dataset, tweak the information and provide additional information in open fields, and then attach it to their application.

Overall Recommendation

Approval of the attached schedule is recommended with proposed changes to one or more items, as provided below based on NARA Directive 1441 Appraisal Policy of the National Archives and Records Administration, appraisal site visits where appropriate, and the representations made by the agency regarding these records.

Appraisal

NOTE: NARA will require that the schedule title be changed to better represent the records: "Electronic Employee Biographic Records." This makes it more clear that the records relate to CIA personnel, rather than investigative targets.

Item 0001: Electronic Biographic Data

As with the schedule subject, the CIA will be required to change the item title to read "Electronic Employee Biographic Records." The item description will also be changed to read "A record of each staff employee that includes work experience, education, certifications, military experience, job interests, *et. al.* The information in this system is kept current and is used by staff employees to document and support applications for agency employment.

As outlined above, this is a file of consolidated personnel-related material used to facilitate staff in filling out a required summary form for vacancy announcements.

Prior to appraisal, it was not clear whether these records fell under the Federal Records Act definition of a federal record or were more appropriate for a non-record designation. Since the records are managed for a specific purpose, it was agreed that they are federal records that require a disposition authority.

Proposed Disposition: Temporary

Appropriateness of Proposed Disposition: Appropriate.

Appraisal Justification:

- The records do not meet the appraisal criteria for permanent preservation. These records are facilitative, and do not represent the formal personnel-actions of the agency.
- Records relate to administrative housekeeping activities. These records support the internal application processes of the agency and relate to administrative personnel procedures.

Adequacy of Proposed Retention Period: Adequate from the standpoint of legal rights and accountability. The agency confirmed that the 3 to 30 range meets their business needs and will be better defined within agency-generated internal records management implementation tools.

Media Neutrality: Approved.

Sean A. Curry

SEAN A. CURRY
Appraiser

Supervisor Concurrence: *Mark Sgambettera* 03/17/2022

INITIAL REVIEW FORM

Job Number: DAA-0263-2021-0010

Date Sent: 2/7/2022

Date Received: _____

Date Due: 3/2/2022

TO: SHU Core Team Member/Other SHU: philip.heslip@nara.gov

Return to ACRA Contact: sean.curry@nara.gov

Phone Number: 215-305-2036

Room: PHL-NE

REQUIRED
FIELD

ACRA
Comments/
Request for
Assistance:

Results of Initial Review. Provide additional comments/suggestions for any "No" answers on a separate attachment.

Refer to questions by number:

- | | | |
|--|---|-----------------------------|
| 1. Organization(s) creating the records is clear? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 2. Series descriptions adequate and clear? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 3. Do "big bucket" items or supplemental information (crosswalk) clearly spell out all the records covered by each item? | N/A <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> | |
| 4. Does schedule or supplemental information (crosswalk if big bucket schedule) provide adequate information on format and media issues? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 5. Are proposed dispositions appropriate? | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/> |
| 6. Are proposed disposition statements clear? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 7. Is age of transfer for permanent records acceptable? | N/A <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> | |
| 8. If available from the agency, is date span and volume information present? | N/A <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> | |
| 9. If applicable, are related finding aids/ indexes on the schedule? | N/A <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> | |
| 10. Additional comments/suggestions | Yes <input type="checkbox"/> | No <input type="checkbox"/> |

☐ Core/Other SHU wishes to participate in appraisal visit

Contact: _____

☒ Core/Other SHU WAIVES Review
[optional to answer 1-9 above]

☐ Core/Other SHU Wants to Review Appraisal
[must answer 1-9 above]

Signature Field: PHILIP HESLIP Digitally signed by PHILIP HESLIP
Date: 2022.02.09 07:49:07 -05'00'

Date: 2/9/2022

INITIAL REVIEW FORM

Job Number: DAA-0263-2021-0010

Date Sent: 2/7/2022

Date Received: _____

Date Due: 3/2/2022

TO: SHU Core Team Member/Other SHU: don.mcilwain@nara.gov

Return to ACRA Contact: sean.curry@nara.gov

Phone Number: 215-305-2036

Room: PHL-NE

REQUIRED
FIELD

ACRA
Comments/
Request for
Assistance:

Results of Initial Review. Provide additional comments/suggestions for any "No" answers on a separate attachment.
Refer to questions by number:

- | | | |
|--|---|--|
| 1. Organization(s) creating the records is clear? | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/> |
| 2. Series descriptions adequate and clear? | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/> |
| 3. Do "big bucket" items or supplemental information (crosswalk) clearly spell out all the records covered by each item? | N/A <input checked="" type="checkbox"/> | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| 4. Does schedule or supplemental information (crosswalk if big bucket schedule) provide adequate information on format and media issues? | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/> |
| 5. Are proposed dispositions appropriate? | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/> |
| 6. Are proposed disposition statements clear? | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/> |
| 7. Is age of transfer for permanent records acceptable? | N/A <input checked="" type="checkbox"/> | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| 8. If available from the agency, is date span and volume information present? | N/A <input checked="" type="checkbox"/> | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| 9. If applicable, are related finding aids/ indexes on the schedule? | N/A <input checked="" type="checkbox"/> | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| 10. Additional comments/suggestions | Yes <input type="checkbox"/> | No <input type="checkbox"/> |

☐ Core/Other SHU wishes to participate in appraisal visit

Contact: Don McIlwain

☐ Core/Other SHU WAIVES Review
[optional to answer 1-9 above]

☒ Core/Other SHU Wants to Review Appraisal
[must answer 1-9 above]

Signature Field: Don McIlwain

Date: 2/9/2022

INITIAL REVIEW FORM

Job Number: DAA-0263-2021-0010

Date Sent: 2/7/2022

Date Received: _____

Date Due: 3/2/2022

TO: SHU Core Team Member/Other SHU: richard.stone@nara.gov

Return to ACRA Contact: sean.curry@nara.gov

Phone Number: 215-305-2036

Room: PHL-NE

REQUIRED
FIELD

ACRA
Comments/
Request for
Assistance:

Results of Initial Review. Provide additional comments/suggestions for any "No" answers on a separate attachment.

Refer to questions by number:

- | | | |
|--|---|--|
| 1. Organization(s) creating the records is clear? | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/> |
| 2. Series descriptions adequate and clear? | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/> |
| 3. Do "big bucket" items or supplemental information (crosswalk) clearly spell out all the records covered by each item? | N/A <input checked="" type="checkbox"/> | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| 4. Does schedule or supplemental information (crosswalk if big bucket schedule) provide adequate information on format and media issues? | Yes <input type="checkbox"/> | No <input checked="" type="checkbox"/> |
| 5. Are proposed dispositions appropriate? | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/> |
| 6. Are proposed disposition statements clear? | Yes <input type="checkbox"/> | No <input checked="" type="checkbox"/> |
| 7. Is age of transfer for permanent records acceptable? | N/A <input checked="" type="checkbox"/> | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| 8. If available from the agency, is date span and volume information present? | N/A <input checked="" type="checkbox"/> | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| 9. If applicable, are related finding aids/ indexes on the schedule? | N/A <input checked="" type="checkbox"/> | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| 10. Additional comments/suggestions | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/> |

☐ Core/Other SHU wishes to participate in appraisal visit

Contact: _____

☒ Core/Other SHU WAIVES Review
[optional to answer 1-9 above]

☐ Core/Other SHU Wants to Review Appraisal
[must answer 1-9 above]

Signature Field: RICHARD STONE Digitally signed by RICHARD STONE
Date: 2022.02.07 15:48:53 -05'00'

Date: 02/07/2022



NATIONAL
ARCHIVES

Sean Curry <sean.curry@nara.gov>

Certifying that these Schedules do not have any Tribal implications

1 message

(b)(3) Wed, Feb 2, 2022 at 5:47 PM
To: "Sean.Curry@NARA.gov" <Sean.Curry@nara.gov>
Cc: (b)(3)

Sean – I can certify that these three schedules submitted on 23 DEC 2021 do **NOT** have Tribal implications per E. O. 13175:

DAA-0263-2021-0010 on "Electronic Biographic Records," certified on 12/23/2021 has no Tribal implications, per E. O. 13175

DAA-0263-2021-0011 on "Technical Collection Records," certified on 12/23/2021 has no Tribal implications, per E. O. 13175

DAA-0263-2021-0012 on "Global Trade Patterns," certified on 12/23/2021 has no Tribal implications, per E. O. 13175

(b)(3)



Sean Curry <sean.curry@nara.gov>

Re: DAA-0263-2021-0010, Electronic Biographic Records

1 message

Sean Curry <sean.curry@nara.gov>

Fri, Jan 7, 2022 at 6:42 AM

(b)(3)
Cc: Mark Sgambettera <mark.sgambettera@nara.gov>

Thank (b)(3)

Once tribal consult is checked off our list, I can register this one – we will no doubt have other questions that we can deal with during the more formal process.

Thanks!
Sean

On Thu, Jan 6, 2022 at 5:04 PM (b)(3) wrote:

Sean,

This is a form that each staffer completes for her/himself and keeps it current as jobs/experiences/training changes. If the staffer wishes to apply to an internal position, he/she attaches this ebio form to the application. So, while a copy is included in GRS 2.1 Item 050. The original stays with the officer for the next time he/she wishes to apply. So, it is a running resume for internal use purposes and will be different with each application. The officers' copy is not part of the GRS 2.2 080. Hope this clarifies the need for this schedule.

And, Happy New Year!

Thanks,

(b)(3)

From: Sean Curry <sean.curry@nara.gov>
Sent: Monday, January 03, 2022 9:02 AM
(b)(3)
Cc: Mark Sgambettera <mark.sgambettera@nara.gov>
Subject: DAA-0263-2021-0010, Electronic Biographic Records

Good mornin (b)(3) nd Happy New Year!

I am working on registering the three certified schedules, and am currently reviewing DAA-0263-2021-0010, Electronic Biographic Records.

By my reading, these are personnel type records. Before I register this schedule, do you think either [GRS 2.1](#) or [GRS 2.2](#) are matches? GRS 2.1, item 050, for example, includes "application" material (and your description states these records are attached to an application), while GRS 2.2 included the supervisor's copy of personnel records.

Please let me know; and thanks!

Sean

--

Sean A. Curry, MLS

Senior Records Analyst

Appraisal Team 2

Agency Services, National Archives and Records Administration

14700 Townsend Road

Philadelphia, PA 19154

(p) 215-305-2036

(f) 215-305-2052

www.archives.gov

—

Sean A. Curry, MLS

Senior Records Analyst

Appraisal Team 2

Agency Services, National Archives and Records Administration

14700 Townsend Road

Philadelphia, PA 19154

(p) 215-305-2036

(f) 215-305-2052

www.archives.gov

Request for Records Disposition Authority

Records Schedule Number DAA-0263-2021-0010

Schedule Status Appraiser Working Version

Agency or Establishment Central Intelligence Agency

Record Group / Scheduling Group Records of the Central Intelligence Agency

Records Schedule applies to Agency-wide

Schedule Subject Electronic biographic 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-0263-2021-0010

Sequence Number	
1	Electronic biographic records Disposition Authority Number: DAA-0263-2021-0010-0001

Records Schedule Items

Sequence Number	
1	<p>Electronic biographic records</p> <p>Disposition Authority Number DAA-0263-2021-0010-0001</p> <p>A record of each staff employee that includes work experience, education, certifications, military experience, job interests, et.al., that serves as a resume and attached to an officer's application of a position.</p> <p>Final Disposition Temporary</p> <p>Item Status Pending</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? No</p> <p>Disposition Instruction</p> <p>Retention Period Destroy between 3 year(s) and 30 year(s) after separation</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
06/22/2021	Return to Submitter	CIA Five	Records Management	Records Management - Records Management
12/23/2021	Certify	CIA One	Records Management	Records Management - Records Management

Executive Summary

Summary

Permanent Item Numbers

Federal Register Notice

Publication Date

Copies Requested 0

Comments Received 0

Redactions have been made to this record control schedule pursuant to 5 U.S.C. 552(b)(3) with the corresponding statute 50 U.S.C. 403(g), Section 6 of the CIA Act of 1949 which protects from disclosure the “organization, functions, names, official titles” of the CIA and/or Exemption 6, personal privacy. You will need to submit a Freedom of Information Act (FOIA) request to the Office of the General Counsel for the withheld information. Information on how to file a FOIA may be found here:

<http://www.archives.gov/foia/>