

NOTICE - SOME ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: N1-263-14-002

Some items in this schedule are either obsolete or have been superseded by new NARA approved records schedules. This information is accurate as of: **1/9/2023**

ACTIVE ITEMS

These items, unless subsequently superseded, may be used by the agency to disposition records. It is the responsibility of the user to verify the items are still active.

All other items remain active.

SUPERSEDED AND OBSOLETE ITEMS

The remaining items on this schedule may no longer be used to disposition records. They are superseded, obsolete, filing instructions, non-records, or were lined off and not approved at the time of scheduling. References to more recent schedules are provided as a courtesy. Some items listed here may have been previously annotated on the schedule itself.

Item 10-4a was superseded by DAA-0263-2021-0012, items 0001 and 0002

NOTICE - SOME ITEMS SUPERSEDED OR OBSOLETE

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Request for Records Disposition Authority (See instructions on reverse)		Leave Blank (NARA Use Only)	
To: National Archives and Records Administration (NARA) Washington, DC 20540		Job Number NI-263-142	
1 From (Agency or establishment) (U) Central Intelligence Agency (CIA)		Date Received 4/29/2014	
2 Major Subdivision (U) Information Management Services (IMS)		Notification to Agency In accordance with the provisions of 44 U.S.C. 3303a, the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
3 Minor Subdivision		Date 12 August 14	
4 Name of Person with whom to confer		Telephone (include area code) 0	
5 Name of Person with whom to confer		Date 12 August 14	

I hereby certify that I am authorized to act for the agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached ☒ are not now needed for the business of this agency or will not be needed after the retention periods specified and that ☐ concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies

☒ is not required ☐ is attached ☐ has been requested

Special Agent in Charge [Signature]		Title Director, IMS		Date (mm/dd/yyyy) 02/26/2014	
Item Number	8 Description of Item and Proposed Disposition	9 GRS or Superseded Job Citation	10 Action taken (NARA Use Only)		
	(U) Temporary 10 Year Series. (U) Please see attached 3 pages.				

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Public Use Version

CIA (RG 263) Flexible RCS - Temporary 10 Year Series

(U) Flexible Records Control Schedule

(U) 10 Year Retention

(U) Background:

(U) Per the requirements of 36 Code of Federal Regulations (CFR) Subchapter B, the Central Intelligence Agency (CIA or Agency) is requesting that the National Archives and Records Administration (NARA) grant records disposition authority to Record Group 263 for its Flexible Records Control Schedule (RCS). The Flexible RCS streamlines CIA's existing disposition authorities by aligning to business functions and consolidating identical or similar retention periods. The Flexible RCS also incorporates new functions or updated descriptions, as appropriate. CIA is requesting new disposition authorities for the items in the Flexible RCS, which will be implemented at a future date after receiving approval from NARA.

(U) Series: Temporary 10 Year (10)

(U) Disposition Instructions: TEMPORARY - FOR DISPOSITION INSTRUCTIONS, SEE EACH ITEM LISTED IN THE ATTACHED SCHEDULE.

(U) Application of Disposition Instructions: The disposition instructions for the 10Year Series apply to recordkeeping copies covered by the subsequent items. The disposition instructions do not apply to duplicate or reference copies, which may be destroyed when no longer needed or obsolete. Dependent upon the type of record, records will be cut off at either the end of the calendar year or fiscal year unless otherwise indicated. Unless a specific medium for a specific series is identified in the description, all items in this schedule are to be considered media neutral (e.g., paper, electronic, or other formats).

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June 23, 2017

Item	Description
10-1	Audit, Inspection, and Investigation Records
10-1a	OGI Investigative Records. Records support files, include anonymous or vague allegations not warranting an investigation, or matters referred to other agencies. Disposition: <i>Destroy 10 years after case is closed.</i>
10-2	Human Resources Records
10-2a	Rebuttal Case Files of Agency Employees. Disposition: <i>Destroy 10 years after case is closed.</i>
10-3	Intelligence Collection and Operational Records
10-3a	Intelligence Sources and Targets: - who were not given an assignments; or - determined not to have been engaged in Counterintelligence or espionage Disposition: <i>Destroy 10 years after determination of no interest</i>
10-3b	Technical Capabilities records. Disposition: <i>Destroy no sooner than 10 years and not later than 30 years.</i>
10-4	Intelligence Reports and Related Records
10-4a	Global Trade Patterns records. Disposition: <i>Destroy no sooner than 10 years but no later than 30 years after acquisition.</i>
10-4b	Supplemental Analytic Records. Information, maintained by analysts as reference to include books, articles, brochures, gray literature, maps, and other materials. Disposition: <i>Destroy after 10 years or when no longer needed for business purposes, whichever is sooner.</i>
10-4c	Demarche Requests. Requests from Director of National Intelligence for comments on proposed Demarches. Disposition: <i>Destroy after 10 years.</i>
10-4d	Information on Foreign Entities Disposition: <i>Destroy after 10 years.</i>
10-5	Legal Records
10-5a	Routine or Non-Precedent-Setting Opinions Case Files. These files result from opinions based on the routine application of known, pre-existing rules, regulations, and statutes. Disposition: <i>Destroy 10 years after case is closed.</i>
10-5b	Routine Litigation Cases or Investigation Matters. Records resulting from transitory, non-precedent-setting, and low visibility legal issues. Disposition: <i>Destroy 10 years after case is closed.</i>

10-6	Medical Records
10-6a	X-Rays. X-rays taken on employees, including contractors. Used for medical diagnosis. Disposition: <i>Destroy 10 years after date of x-ray.</i>
10-6b	Overseas Medical Benefits Program Claims. Documentation for medical claims of employees and/or dependents. Disposition: <i>Destroy 10 years after adjudication of claim.</i>
10-6c	Commercial and Office of Medical Services developed tests for use with applicants and employees. Disposition: <i>Destroy no sooner than 10 years and no later than 30 years.</i>
10-7	Support Records
10-7a	Support Records. Consist of requirements and correspondence concerning support to various Agency efforts. Disposition: <i>Destroy 10 years after termination or conclusion of activity/effort. *</i>
10-7b	Gray Literature. Disposition: <i>Destroy after 10 years. ***</i>
10-8	Security Records
10-8a	Security Threats and Assessment Records. Disposition: <i>Destroy after 10 years. *** Destroy no sooner than 10 years, but no later than 30 years after the last action/record in the file.</i>
10-8b	Personal Security Records - All Other Files. Files include records on staff or staff like applicants never hired; summer employees; contractors cleared for an Agency project/program; and US persons cleared to see/access classified information and/or access to Agency facilities. Disposition: <i>Destroy no sooner than 10 years but not later than 30 years after last action/record in the file.</i>
10-8c	Accredited Secure Compartmented Information Facility (SCIF) Records. Reports and surveys along with accreditation documentation. Disposition: <i>Destroy 10 years after facility deactivation.</i>

* Applies to DDI (Intelligence), DA (Analysis), DS (Support), DO (Operations), DIS & T (Science and Technology). See email from agency, 7/21/2022
Sean Curry (7/18/22)

*** Applies to all offices. Correction of error.
MOS (9/14/22)

*** Update per request by CIA approved and completed 1/11/23.
Sean Curry