

UNCLASSIFIED

### Request for Records Disposition Authority

(See Instructions on reverse)

To: National Archives and Records Administration (NARA)  
Washington, DC 20408

1 From (Agency or establishment)

(U) Central Intelligence Agency (CIA)

2 Major Subdivision

(U) Information Management Services (IMS)

3 Minor Subdivision

4 Name of Person with whom to confer

5 Telephone (include area code)

### Leave Blank (NARA Use Only)

Job Number

NI-263-13-1

Date Received

Oct. 3, 2012

#### 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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10

Date

Archivist of the United States

#### 6 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 on the attached \_\_\_\_\_ page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified; and that written 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

Signature of Agency Representative

Title

Director, IMS

Date (mm/dd/yyyy)

10/03/2012

Item Number

8 Description of Item and Proposed Disposition

9 GRS or Superseded Job Citation

10 Action taken (NARA Use Only)

(U) Temporary 30 Year Series.

(U) Please see attached \_\_\_\_\_ pages.

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**(U) Flexible Records Control Schedule**  
**(U) 30 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 30 Year (30)

(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 30 Year 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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Item	Description	Disposition
30-1	<b>Human Resources Records</b>	
30-1a	Reports of Workers Compensation for Employees who are out of country.	Destroy after 30 years.
30-1b	Sensitive Personnel Records.	Destroy 30 years after separation.
30-2	<b>Medical Records</b>	
30-2a	Medical Records for Agency Employees.	Destroy 30 years after separation.
30-3	<b>Information Management Records</b>	
30-3a	Declassification Referral Files.	Destroy after 30 years.
30-4	<b>Intelligence Collection and Operations Records</b>	
30-4a	Personality Files with Counterintelligence interests.	Destroy 30 years after case is closed.
30-5	<b>Security Records</b>	
30-5a	Personnel Security Records.	Destroy 30 years after the last record on the individual.
30-5b	Unauthorized Releases of Classified Information records.	Destroy after 30 years.