

UNCLASSIFIED//FOUO *

Request for Records Disposition Authority (See Instructions on reverse)		Leave Blank (NARA Use Only)	
To: National Archives and Records Administration (NARA) Washington, DC 20408		Job Number NI-263-14-01	
1. From: (Agency or establishment) (U) Central Intelligence Agency (CIA)		Date Received 1/30/14	
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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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			
4. Name of Person with whom to confer (U//FOUO)	5. Telephone (include area code) (U//FOUO)	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 <u>1</u> 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: <input checked="" type="checkbox"/> is not required <input type="checkbox"/> is attached <input type="checkbox"/> has been requested			
Signature of Agency Representative <i>Joseph W. Runk</i>		Title Director, IMS	
		Date (mm/dd/yyyy) 22 Jan 2014	
Mem Number	8. Description of Item and Proposed Disposition	9. GRS or Superseded Job Citation	10. Action taken (NARA Use Only)
	<p>(U) Non-Senior Email.</p> <p>(U) Please see attached 1 page.</p> <p>* (U) This document is protected from release under Section 6 of the CIA Act of 1949. No portion—including Unclassified portions thereof—is authorized for release without prior approval from CIA.</p>		

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CIA (RG 263)

(U) Flexible Records Control Schedule
(U) Non-Senior Email

(U) The following request for records disposition authority is consistent with guidance provided by the National Archives and Records Administration in NARA Bulletin 2013-02, Guidance on New Approach to Managing Email Records, dated August 29, 2013.

(U) **Non-Senior Email.** Record copies of email created, sent, or received by all Agency personnel (including staff and contractors) who are not in senior leadership positions as defined below* via government email systems as described in Agency email policy.

(U) **Temporary:** After separation of staff employee, contractor, or other category of personnel, destroy at 3 years or when no longer needed, whichever is sooner.

(Agency policy requires users to retain email that meet the definition of a record requiring longer retention in an approved recordkeeping system. Agency policy also allows disposal of temporary, transitory, or nonrecord email requiring shorter retention in accordance with General Records Schedule 23 Item 7 and other relevant GRS or Agency Records Control Schedule citations.)

(U) *Excluded from this schedule are records that document the formation of significant policies, decisions, or actions of senior leadership positions as defined by the following titles (or predecessor / successor titles), which may include supporting personnel if they perform functions on direct behalf of senior leaders:

- | | |
|---|---|
| • Director, CIA | • Director, Office of Public Affairs |
| • Deputy Director, CIA | • Chief Financial Officer |
| • Executive Director, CIA | • Chief Information Officer |
| • Deputy Executive Director(s), CIA | • Chief, Human Resources |
| • Director for Intelligence | • Director, Corporate Strategy, Policy, and Integration |
| • Director, National Clandestine Service | • Director, Center for Mission Diversity and Inclusion |
| • Director for Science and Technology | • Director, Open Source Center |
| • Director for Support | • Director, Operations Center |
| • General Counsel | • Chief, Director's Executive Support Staff |
| • Inspector General | • Chief, Office of Protocol |
| • Associate Director for Military Affairs | |
| • Director, Office of Congressional Affairs | |

(U) Such records of these senior positions are identified as Permanent.

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/>