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November 21, 2014

The Honorable Dianne Feinstein, Chairman  
The Honorable Saxby Chambliss, Vice Chairman

Senate Select Committee on Intelligence  
United States Senate  
Washington, DC 20510

Subject: CIA Records Schedule N1-263-14-1

Dear Chairman Feinstein and Vice Chairman Chambliss:

This letter is in response to your letter of November 17, 2014, expressing concerns about the proposed records disposition schedule submitted by the Central Intelligence Agency (CIA) for authority to dispose email records of all agency personnel who are not in senior leadership positions. We welcome and appreciate your comments as we consider the CIA's request.

The volume of electronic records being generated by departments and agencies requires new approaches to records management that are more efficient and effective. On August 29, 2013 we issued a bulletin to departments and agencies providing guidance on a new approach we call "Capstone." We strongly believe that this approach remains sound and continue to recommend it to all departments and agencies, to include the CIA and other components of the Intelligence Community, as a best practice.

Federal records are not authorized for destruction until the Archivist of the United States has approved the records schedule. This approval is granted only after a thorough consideration of how the records are used by the creating agency, the rights of the Government and of private persons directly affected by the Government's activities, and whether they have historical or other value that would warrant their permanent preservation in the National Archives. This consideration includes any comments that we receive during the *Federal Register* public notice and comment period that is now underway.

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Based on the comments and concerns that you and others have raised, we have informed the CIA that we need to reassess their proposed schedule, including the scope of the senior leadership positions and the proposed retention periods. Additionally, we will be reaching out to the Office of the Director of National Intelligence to discuss the broader implications of the "Capstone" approach within the Intelligence Community.

We appreciate your interest in this issue and look forward to working with the Committee in the coming months as NARA establishes appropriate dispositions for email records at the CIA.



PAUL M. WESTER, JR.  
Chief Records Officer  
for the U.S. Government

cc: The Honorable James R. Clapper, Director of National Intelligence  
The Honorable John O. Brennan, Director, Central Intelligence Agency