

## Request for Records Disposition Authority

Records Schedule Number           DAA-0064-2011-0003  
Schedule Status                    Modified Approved Version

Agency or Establishment           National Archives and Records Administration  
Record Group / Scheduling Group   Records of the National Archives and Records Administration  
Records Schedule applies to       Agency-wide  
Schedule Subject                   Security Clearance Tracking System (SCTS)  
Internal agency concurrences will be provided   No

Background Information            The Security Clearance Tracking System manages NARA's clearance process for both NACI and visitor clearances and personnel security clearances. It integrates with OPM's E-Delivery system for the retrieval of completed background investigation information.

### Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
3	0	3	0

GAO Approval

## Outline of Records Schedule Items for DAA-0064-2011-0003

Sequence Number	
1	For employees holding security clearances of secret and above
1 1	Basic employee record documenting the holding of the security clearance Disposition Authority Number DAA-0064-2011-0003-0001
2	For employees who do not hold a security clearance but had an NAC conducted
2 1	Records documenting the processing of an investigation Disposition Authority Number DAA-0064-2011-0003-0002
2 2	Basic employee record documenting the conduct of an NAC and updates Disposition Authority Number DAA-0064-2011-0003-0003

## Records Schedule Items

Sequence Number	
1	<p><b>For employees holding security clearances of secret and above</b></p>
1 1	<p><b>Basic employee record documenting the holding of the security clearance</b></p>
	<p>Disposition Authority Number      <b>DAA-0064-2011-0003-0001</b></p>
	<p><b>Logical record containing data documenting the fact that an employee holds a security clearance</b></p>
	<p>Final Disposition                      <b>Temporary</b></p>
	<p>Item Status                                <b>Active</b></p>
	<p>Is this item media neutral?            <b>Yes</b></p>
	<p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?      <b>Yes</b></p>
	<p>Do any of the records covered by this item exist as structured electronic data?                            <b>Yes</b></p>
	<p><b>Disposition Instruction</b></p>
	<p>Retention Period                         <b>Destroy 10 years after employee separates from agency</b></p>
	<p><b>Additional Information</b></p>
	<p>GAO Approval                              <b>Not Required</b></p>
2	<p><b>For employees who do not hold a security clearance but had an NAC conducted</b></p>
2 1	<p><b>Records documenting the processing of an investigation</b></p>
	<p>Disposition Authority Number      <b>DAA-0064-2011-0003-0002</b></p>
	<p><b>Logical record containing data that documents the processing of an NAC investigation</b></p>
	<p>Final Disposition                      <b>Temporary</b></p>
	<p>Item Status                                <b>Active</b></p>
	<p>Is this item media neutral?            <b>Yes</b></p>
	<p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?      <b>Yes</b></p>

2 2

Do any of the records covered by this item exist as structured electronic data?	Yes
<b>Disposition Instruction</b>	
Retention Period	Destroy upon employee separation from agency
<b>Additional Information</b>	
GAO Approval	Not Required
<b>Basic employee record documenting the conduct of an NAC and updates</b>	
Disposition Authority Number	DAA-0064-2011-0003-0003
<b>Logical record documenting the conduct of an NAC and subsequent updates</b>	
Final Disposition	Temporary
Item Status	Active
Is this item media neutral?	Yes
Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	Yes
Do any of the records covered by this item exist as structured electronic data?	Yes
<b>Disposition Instruction</b>	
Retention Period	Destroy 10 years after employee separates from agency
<b>Additional Information</b>	
GAO Approval	Not Required

### 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
04/27/2011	Certify	Richard Marcus	Records Officer	Office of Information Services - Records management Staff
07/20/2011	Submit for Concurrency	Erin Cayce	Appraiser	National Records Management Program - Records Management Services
07/28/2011	Concur	Julie Reaves	for	National Archives and Records Administration - National Records Management Program
08/01/2011	Concur	Julie Reaves	for	National Archives and Records Administration - National Records Management Program
08/01/2011	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist