

Request for Records Disposition Authority

Records Schedule Number DAA-0064-2014-0003
Schedule Status Approved

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 Routine surveillance recordings
Internal agency concurrences will be provided No

Background Information The Security Management Division requests an exception to GRS 21, Item 18, seeking to reduce the retention period for routine surveillance recordings from 6 months to 30 days.

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
1	0	1	0

GAO Approval

Outline of Records Schedule Items for DAA-0064-2014-0003

Sequence Number	
1	Routine surveillance recordings
1.1	Routine surveillance recordings Disposition Authority Number: DAA-0064-2014-0003-0001

Records Schedule Items

Sequence Number	
1	<p>Routine surveillance recordings Surveillance video recordings made by an automated system to document activities both inside and outside a federal facility. NOTE: In the event of a security breach or other such incident, the recordings will be copied from the system, retained and used as part of an investigation of the incident.</p>
1.1	<p>Routine surveillance recordings</p> <p>Disposition Authority Number DAA-0064-2014-0003-0001</p> <p>Final Disposition Temporary</p> <p>Item Status Active</p> <p>Is this item media neutral? No</p> <p>Explanation of limitation These recordings are entirely electronic.</p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes</p> <p>Do any of the records covered by this item exist as structured electronic data? No</p> <p>GRS or Superseded Authority Citation GRS 21, Item 18</p> <p>Disposition Instruction</p> <p>Retention Period Destroy immediately after 30 days</p> <p>Additional Information</p> <p>GAO Approval Not Required</p>

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
08/06/2014	Certify	Richard Marcus	Records Officer	Office of Information Services - Records management Staff
11/18/2014	Submit for Concurrence,	Erin Cayce	Appraiser	National Archives and Records Administration - Records Management Services
11/20/2014	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - Records Management Services
12/01/2014	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
12/02/2014	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist