

Request for Records Disposition Authority

Records Schedule Number DAA-0478-2015-0003
Schedule Status Approved

Agency or Establishment Office of Personnel Management
Record Group / Scheduling Group Records of the Office of Personnel Management
Records Schedule applies to Agency-wide
Schedule Subject Insider Threat Program Inquiry Case Files
Internal agency concurrences will be provided No

Background Information

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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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-0478-2015-0003

Sequence Number

1

Insider Threat Program Inquiry Case Files

Disposition Authority Number: DAA-0478-2015-0003-0001

Records Schedule Items

Sequence Number																	
1	<p data-bbox="355 385 951 417">Insider Threat Program Inquiry Case Files</p> <p data-bbox="355 438 1166 470">Disposition Authority Number DAA-0478-2015-0003-0001</p> <p data-bbox="355 491 1536 1108">These records support the activities of the Insider Threat Program in conducting inquiry activities associated with counterintelligence complaints, inquiries, and investigations; potential threats to Office of Personnel Management (OPM) resources and information assets; the tracking of referrals of potential insider threats to internal and external partners; and other related activities, as mandated by Presidential Executive Order 13587 and other related requirements and regulations. These files may include, but are not limited to, incident reports and investigatory records, including results of incident investigations, case numbers, nondisclosure agreements, and consent forms; information on complainants, informants, suspects, and witnesses; personnel records and personal information on the individual(s) being investigated, as well as their relatives and other personal associations, if applicable; personnel security and security clearance records; facility and network security, access control and use records; financial disclosure reports; travel records; foreign visitor records and foreign contact reports; and other documentation, reports and correspondence received, generated and maintained in the course of managing insider threat activities and conducting investigations.</p> <table data-bbox="355 1129 932 1534"><tr><td data-bbox="355 1129 760 1161">Final Disposition</td><td data-bbox="776 1129 932 1161">Temporary</td></tr><tr><td data-bbox="355 1183 760 1215">Item Status</td><td data-bbox="776 1183 932 1215">Active</td></tr><tr><td data-bbox="355 1236 760 1268">Is this item media neutral?</td><td data-bbox="776 1236 932 1268">Yes</td></tr><tr><td data-bbox="355 1289 760 1417">Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?</td><td data-bbox="776 1289 932 1321">Yes</td></tr><tr><td data-bbox="355 1438 760 1534">Do any of the records covered by this item exist as structured electronic data?</td><td data-bbox="776 1438 932 1470">No</td></tr></table> <p data-bbox="355 1566 672 1598">Disposition Instruction</p> <table data-bbox="355 1619 1471 1725"><tr><td data-bbox="355 1619 760 1651">Cutoff Instruction</td><td data-bbox="776 1619 1471 1661">Cut off at the close of the inquiry or investigation.</td></tr><tr><td data-bbox="355 1683 760 1715">Retention Period</td><td data-bbox="776 1683 1471 1725">Destroy 30 year(s) after cutoff</td></tr></table> <p data-bbox="355 1757 672 1789">Additional Information</p> <table data-bbox="355 1810 967 1853"><tr><td data-bbox="355 1810 760 1842">GAO Approval</td><td data-bbox="776 1810 967 1853">Not Required</td></tr></table>	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?	No	Cutoff Instruction	Cut off at the close of the inquiry or investigation.	Retention Period	Destroy 30 year(s) after cutoff	GAO Approval	Not Required
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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
08/04/2015	Certify	Alicia Hoefke	Agency Records Officer	Chief Information Officer - Records Management
01/08/2016	Submit for Concurrence	David Weber	Senior Appraisal Archivist	National Archives and Records Administration - Records Management Services
01/20/2016	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
01/20/2016	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
01/21/2016	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist