

## Request for Records Disposition Authority

Records Schedule Number      **DAA-0374-2012-0002**

Schedule Status      **Approved**

Agency or Establishment      **Defense Threat Reduction Agency**

Record Group / Scheduling Group      **Records of the Defense Threat Reduction Agency**

Records Schedule applies to      **Agency-wide**

Schedule Subject      **Classified Investigative Case Files**

Internal agency concurrences will  
be provided      **No**

Background Information      **These files contains special investigative reports, assessments, interviews regarding DTRA's federal employees. These files are media neutral and some of the information contained in the files are subjected to the Privacy Act.**

### Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
<b>1</b>	<b>0</b>	<b>1</b>	<b>0</b>

GAO Approval

Outline of Records Schedule Items for DAA-0374-2012-0002

Sequence Number	
1	Classified Investigative Case Files
1.1	Classified Investigative Case Files Disposition Authority Number: DAA-0374-2012-0002-0001

## Records Schedule Items

Sequence Number					
1	<b>Classified Investigative Case Files</b> These files contains special investigative reports, assessments, interviews regarding clearance of Federal employees. These files are media neutral and some of the information contained in the files are subjected to the Privacy Act.				
1.1	<b>Classified Investigative Case Files</b> Disposition Authority Number      DAA-0374-2012-0002-0001  These files contains special investigative reports, assessments, interviews regarding clearance of employees. These files are media neutral and information contained in the files are subjected to the Privacy Act.  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 <table border="1" data-bbox="381 1246 1526 1351"><thead><tr><th>Manual Citation</th><th>Manual Title</th></tr></thead><tbody><tr><td>GENERAL RECORDS SCHEDULE 18</td><td>Personnel Security Clearance Files</td></tr></tbody></table> GRS or Superseded Authority Citation      GRS 18/22a  Disposition Instruction Cutoff Instruction                      Cut off at separation of employee Retention Period                      Destroy 20 year(s) after cutoff  Additional Information GAO Approval                          Not Required	Manual Citation	Manual Title	GENERAL RECORDS SCHEDULE 18	Personnel Security Clearance Files
Manual Citation	Manual Title				
GENERAL RECORDS SCHEDULE 18	Personnel Security Clearance Files				

## 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
04/20/2015	Certify	Gladys Thompson	Records Manager	Chief of Staff - Records Management Office
08/08/2016	Submit for Concurrency	Steven Rhodes	Senior Appraisal Archivist	National Archives and Records Administration - Records Management Services
08/10/2016	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
08/11/2016	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
08/12/2016	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist