

Request for Records Disposition Authority

Records Schedule Number DAA-0147-2014-0001

Schedule Status Modified Approved Version

Agency or Establishment Selective Service System

Record Group / Scheduling Group Records of the Selective Service System, 1940-

Records Schedule applies to Agency-wide

Schedule Subject Integrate Mobilization Information Management System (IMIS) and Reserve and National Guard Personnel Records

Internal agency concurrences will be provided No

Background Information The Selective Service System is an independent agency of the United States government that maintains information on those potentially subject to military conscription. The statutory mission of the Selective Service is to be prepared to provide trained and untrained personnel to the DoD in the event of a national emergency and to be prepared to implement an alternative service program for registrants classified as conscientious objectors. The agency is governed by the Military Selective Service Act (MSSA) which provides for the common defense by increasing the strength of the Armed Forces of the United States, including the reserve components thereof, and for other purposes. These records are maintained at the National Headquarters Office in Arlington VA.

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
2	0	2	0

GAO Approval

Outline of Records Schedule Items for DAA-0147-2014-0001

Sequence Number	
1	Reserve and National Guard Personnel Records Disposition Authority Number: DAA-0147-2014-0001-0001
2	Integrate Mobilization Information Management System (IMIS Master File) Disposition Authority Number: DAA-0147-2014-0001-0002

Records Schedule Items

Sequence Number	
1	Reserve and National Guard Personnel Records Disposition Authority Number DAA-0147-2014-0001-0001 The purpose of these series of records is to provide information on civilian, including Civilian Board Members, Officers and Warrant Officers of the Reserves and National Guard currently assigned to the SSS. The records contain information relating to selection, placement and utilization of military personnel, such as name, rank, Social Security account number, date of birth, physical profile, residence and business addresses, and telephone numbers. 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 Disposition Instruction Cutoff Instruction Cutoff at the end of the calendar year in which civilian or military service ends Retention Period Destroy immediately after one year after separation of military service or other service Additional Information GAO Approval Not Required
2	Integrate Mobilization Information Management System (IMIS Master File) Disposition Authority Number DAA-0147-2014-0001-0002 This system is used to verify payment information for force officers assigned to the agency. Records includes full name of the individual, date of birth, selective service number (if available), mailing address, payment information, financial reports and reimbursements. Documents are scanned into this system for computer-based storage and shared with the National Business Center in Denver, Colorado. This system has some PII information unique solely to the system. 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

Manual Citation	Manual Title
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Disposition Instruction

Cutoff Instruction Cutoff at the end of the calendar year.

Retention Period Destroy immediately after employee is no longer
assigned to selective service system

Additional Information

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
05/08/2014	Certify	BettyLou Wingo	Management Analyst	Selective Service System - Public and Inter-governmental affairs
11/06/2014	Submit for Concurrence	Tony Williams	Appraiser	National Archives and Records Administration - Records Management Services
12/08/2014	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - Records Management Services
12/08/2014	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
12/10/2014	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist