

Request for Records Disposition Authority

Records Schedule Number DAA-0361-2014-0014
Schedule Status Approved
Agency or Establishment Defense Logistics Agency
Record Group / Scheduling Group Records of the Defense Logistics Agency
Records Schedule applies to Agency-wide
Schedule Subject 240.28 - Defense Information System for Security (DISS)
Internal agency concurrences will be provided No

Background Information

The Defense Information System for Security (DISS) is a family of systems solution that will replace JPAS and specifically addresses the security clearance and suitability determinations requirements of Section 3001 of Public Law 108-458, the Intelligence Reform and Terrorism Prevention Act of 2004 (IRTPA). The records within these applications are used for personnel security, suitability, fitness, access management, continuous evaluation of the subject, and National Security by providing a common, comprehensive medium to record, document, and store investigation and adjudicative documentation and adjudicative actions within the Department, federal agencies, non-DOD, and DOD contractors. These applications will provide an evaluation status, outcome, and updates of investigative and adjudicative actions and decisions from trusted information providers, requestors; provides the ability for visit requests; subjects to self-report required information; and/or provides the ability for the subjects to be continuously evaluated for the subject's security clearance. It will also be used to compile statistical data used for analyses and studies. Decentralized access is authorized at the adjudication facilities, personnel security interfaces, services, DOD Component, approved Non-DoD agencies, and Industry security offices with a DD254 and Industry who is directly supporting continuous evaluation.

As a secure, end-to-end IT system, the DISS will be the authoritative source for the management, storage, and timely dissemination of and access to personnel security information. The DISS family of systems is comprised of two components: the Case Adjudication Tracking System (CATS) and the Joint Verification System (JVS). Once fully deployed, the DISS family of systems will replace the Joint Personnel Adjudication System.

The DISS has also been designated as the repository for adjudicative results for Suitability and HSPD-12 determinations by the 13 July

2011 USD(I) memo "Storage of Adjudicative Results in the Defense Information System for Security." The DISS (CATS) has been designated as the DoD non-Intelligence Community IT system for case management and adjudications by the 10 April 2009 USD(I) memo "Designation of the DoD Case Management and Adjudication Systems."

System Interfaces are: Scattered Castles, Industrial Security Facility Database (ISFD), Joint Personnel Adjudication System (JPAS), Joint Access Data System (JADS), SPADE Air Force Database System (AFADS), Full Service Directory (FSD), Defense Civilian Personnel Data System (DCPDS), Defense Industrial Security Office (DISCO), Contractor Verification System (CVS), Trusted Associate Sponsorship System (TASS)

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-0361-2014-0014

Sequence Number	
1	Defense Information System for Security (DISS)
1.1	Defense Information System for Security, Personnel Security Clearance, Suitability, and HSPD-12 Case Files.
1.1.1	Personnel Security Clearance, Suitability, and HSPD-12 Case Files - Investigative Files, Closed. Disposition Authority Number: DAA-0361-2014-0014-0001
1.1.2	Personnel Security Clearance, Suitability and HSPD-12 Case Files. Investigative Files, Potentially Actionable. Disposition Authority Number: DAA-0361-2014-0014-0002

Records Schedule Items

Sequence Number					
1	<p>Defense Information System for Security (DISS) Records are used to render decisions for personnel security, suitability, fitness, access management, continuous evaluation and to record, document, and store investigation and adjudicative documentation and adjudicative actions. Records provide an evaluation status, outcome, and updates of investigative and adjudicative actions. System Interfaces are: • Scattered Castles • Industrial Security Facility Database (ISFD) • Joint Personnel Adjudication System (JPAS) • Joint Access Data System (JADS) • SPADE Air Force Database System (AFADS) • Full Service Directory (FSD) • Defense Civilian Personnel Data System (DCPDS) • Defense Industrial Security Office (DISCO) • Contractor Verification System (CVS) • Trusted Associate Sponsorship System (TASS)</p>				
1.1	<p>Defense Information System for Security, Personnel Security Clearance, Suitability, and HSPD-12 Case Files. Files created under Office of Personnel Management procedures and regulations and related indexes. Case files documenting the processing of investigations on Federal employees or applicants for Federal employment, whether or not a security clearance/access is granted, and other persons, such as those performing work for a Federal agency under contract, who require an approval before having access to Government facilities or to sensitive data. These files include questionnaires and investigative reports, prepared by the investigating agency, and other records reflecting the processing of the investigation and the status of the case.</p>				
1.1.1	<p>Personnel Security Clearance, Suitability, and HSPD-12 Case Files - Investigative Files, Closed.</p> <p>Disposition Authority Number DAA-0361-2014-0014-0001</p> <p>Investigative files and the computerized databases which shows the scheduling or completion of an investigation</p> <p>Final Disposition Temporary</p> <p>Item Status Active</p> <p>Is this item media neutral? Yes</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? Yes</p>				
	<table border="1"> <thead> <tr> <th data-bbox="383 1881 954 1923">Manual Citation</th> <th data-bbox="954 1881 1521 1923">Manual Title</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> </tr> </tbody> </table>	Manual Citation	Manual Title		
Manual Citation	Manual Title				

8120.9.01	DLA Records Disposition Schedule
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Disposition Instruction

Cutoff Instruction Cutoff after closing date or the date of the most recent investigative activity

Retention Period Destroy 16 years from the date of closing or the date of the most recent investigative activity, whichever is later.

Additional Information

GAO Approval Not Required

Personnel Security Clearance, Suitability and HSPD-12 Case Files. Investigative Files, Potentially Actionable.

Disposition Authority Number DAA-0361-2014-0014-0002

Investigative files and the computerized databases that contain investigations involving potentially actionable issue(s).

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

1.1.2

Manual Citation	Manual Title
8120.9.02	DLA Records Schedule

Disposition Instruction

Cutoff Instruction Cutoff is after investigative closing or date of the most recent investigative activity.

Retention Period Destroy after 25 years from the date of closing or the date of the most recent investigative activity, whichever is later.

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
09/22/2014	Certify	Cecilia Wiker	Records Manager	Information Operations - Document Services
12/08/2014	Return for Revision	David Weber	for	National Archives and Records Administration - Records Management Services
01/08/2015	Submit For Certification	Cecilia Wiker	Records Manager	Information Operations - Document Services
01/08/2015	Certify	Cecilia Wiker	Records Manager	Information Operations - Document Services
04/23/2015	Submit for Concurrence	David Weber	for	National Archives and Records Administration - Records Management Services
04/29/2015	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
04/30/2015	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
05/04/2015	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist