

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of Total Disposition Items | Number of Permanent Disposition Items | Number of Temporary Disposition Items | Number of Withdrawn Disposition Items |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

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 | <p>Classified Investigative Case Files 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.</p> | | | | |
| 1.1 | <p>Classified Investigative Case Files Disposition Authority Number DAA-0374-2012-0002-0001</p> <p>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.</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" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Manual Citation</td> <td style="width: 50%;">Manual Title</td> </tr> <tr> <td>GENERAL RECORDS SCHEDULE 18</td> <td>Personnel Security Clearance Files</td> </tr> </table> <p>GRS or Superseded Authority Citation GRS 18/22a</p> <p>Disposition Instruction</p> <p>Cutoff Instruction Cut off at separation of employee</p> <p>Retention Period Destroy 20 year(s) after cutoff</p> <p>Additional Information</p> <p>GAO Approval Not Required</p> | 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 |