

WITHDRAWN RETURNED WITHOUT ACTION

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
Request for Records Disposition Authority

Records Schedule: DAA-0374-2018-0005

Request for Records Disposition Authority

Records Schedule Number DAA-0374-2018-0005
Schedule Status Returned Without Action

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 Secure Access
Internal agency concurrences will be provided Yes

Background Information Active records related to determining suitability, eligibility or qualifications for federal civilian, contract, military members access to sensitive and classified DTRA information, facilities and network account systems. DTRA SC, Operation Duty Officers, Insider Threat, Foreign Disclosure Office, Access Control, DLA Access Control and Information Integration & Technology Services use the records to determine whether an individual is eligibility to occupy a sensitive position and/or have been cleared for or granted access to sensitive and classified information, facilities and network account systems under DTRA.

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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

GAO Approval

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Request for Records Disposition Authority

Records Schedule: DAA-0374-2018-0005

Outline of Records Schedule Items for DAA-0374-2018-0005

Sequence Number

1

Secure Access

Disposition Authority Number: DAA-0374-2018-0005-0001

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NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
Request for Records Disposition Authority

Records Schedule: DAA-0374-2018-0005

Records Schedule Items

Sequence Number	
1	<p>Secure Access</p> <p>Disposition Authority Number DAA-0374-2018-0005-0001</p> <p>Active records related to determining suitability, eligibility or qualifications for federal civilian, contract, military members access to sensitive and classified DTRA information, facilities and network account systems. DTRA SC, Operation Duty Officers, Insider Threat, Foreign Disclosure Office, Access Control, DLA Access Control and Information Integration & Technology Services use the records to determine whether an individual is eligibility to occupy a sensitive position and/or have been cleared for or granted access to sensitive and classified information, facilities and network account systems under DTRA.</p> <p>Final Disposition Temporary</p> <p>Item Status Withdrawn</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? No</p> <p>Disposition Instruction</p> <p>Cutoff Instruction Destroy/Delete file after individuals record is placed into historical: non staff on the date the access expires; staff two years after; visitor logs one year after the visit.</p> <p>Transfer to Inactive Storage Destroy/Delete file after individuals record is placed into historical: non staff on the date the access expires; staff two years after; visitor logs one year after the visit.</p> <p>Retention Period two years after; visitor logs one year after the visit.</p> <p>Additional Information</p> <p>GAO Approval Not Required</p>

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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
02/02/2018	Certify	Sosena Feyissa	Management Analyst	J65 Knowledge Management Plans and Solutions Department - Knowledge Management
08/07/2018	Return Without Action	Steven Rhodes	Senior Appraisal Archivist	National Archives and Records Administration - Records Management Services