

WITHDRAWN - RETURNED WITHOUT ACTION

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
Request for Records Disposition Authority

Records Schedule: DAA-0374-2018-0006

Request for Records Disposition Authority

Records Schedule Number DAA-0374-2018-0006
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 DTRA Secure Access
Internal agency concurrences will be provided Yes

Background Information Secure Access system collects information to determine eligibility of individuals for physical and logical access to classified and sensitive information, facilities, and/or network access for which DTRA has security responsibility. The system gathers statistical information, tracks suspense's for reports, requests for visit access authorization and conferences forms, badging for staff, non-staff and visitor information relating to visits by personnel from other agencies and non-DTRA contractors.

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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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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Records Schedule: DAA-0374-2018-0006

Outline of Records Schedule Items for DAA-0374-2018-0006

Sequence Number

1

Secure Access

Disposition Authority Number: DAA-0374-2018-0006-0001

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Records Schedule Items

Sequence Number	
1	<p>Secure Access</p> <p>Disposition Authority Number DAA-0374-2018-0006-0001</p> <p>Database is monitored, access is password protected, and common access card enabled. Firewalls and intrusion detection systems are used. Access to personal information is limited to those individuals who require a need to know to perform their official assigned duties. All personnel who have access to the system sign an agreement and have completed required Cyber Awareness Training and PII Training</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Item Status Withdrawn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? Yes</p> <p>Disposition Instruction</p> <p>Cutoff Instruction Cutoff at last form entry, reply, or submission; or when associated documents are declassified or destroyed; or when authorization expires; whichever is appropriate.</p> <p>Retention Period Destroy 2 years after last form entry, reply, or submission; or when associated documents are declassified or destroyed; or when authorization expires; whichever is appropriate. Longer retention is authorized if required for business use.</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
06/18/2018	Certify	Sosena Feyissa	Management Analyst	J65 Knowledge Management Plans and Solutions Department - Knowledge Management
09/27/2018	Return Without Action	Steven Rhodes	Senior Appraisal Archivist	National Archives and Records Administration - Records Management Services