

## Request for Records Disposition Authority

Records Schedule Number DAA-0446-2019-0006

Schedule Status Approved

Agency or Establishment Defense Counterintelligence and Security Agency

Record Group / Scheduling Group Records of the Defense Security Service

Records Schedule applies to Major Subdivision

Major Subdivision Personnel Vetting

Schedule Subject Secure Web Fingerprint Transmission (SWFT)

Internal agency concurrences will be provided No

**Background Information** This schedule resubmits schedule DAA-0330-2014-0011 under the Defense Counterintelligence and Security Agency (DCSA). In a memo to the Chief Management Officer of the Department of Defense dated January 28, 2019, the acting Secretary of Defense directed the phased transfer of those portions of the Defense Manpower Data Center (DMDC) maintaining and developing the purpose-built information technology systems supporting the Defense Vetting Enterprise from the DoD Human Resources Activity (DHRA) to the Defense Security Service, now the Defense Counterintelligence and Security Agency.

SWFT is a secure web-based system that allows submission of standard electronic fingerprints (e-fingerprints) to DCSA for applicants whom the DoD conducts vetting and require an investigation for a personnel security clearance. Authorized users, such as DoD agencies or cleared DoD contractors, collect and securely transmit e-fingerprints to SWFT for subsequent transmittal to DCSA. E-fingerprints received are then transmitted to the Federal Bureau of Investigation (FBI) for processing as part of the investigation. SWFT information content includes name, SSN, place of birth, date of birth, and e-fingerprints. Only e-fingerprints that meet the pre-defined acceptance criteria by will be processed. Some of the pre-defined criteria are, for example, fingerprints that are not missing the date captured; that the Submitting Office Number (SON) is correct and not missing; that the Security Office Identifier (SOI) is correct and not missing; that there is no discrepancy in the information between SWFT, JPAS, and PDR; etc. E-fingerprints that do not meet the criteria will not be processed, instead they will be retained in the system until acceptance criteria are met. Records will be deleted, if

acceptance criteria are not met when 90 days of e-fingerprint creation have elapsed.

Sources of Data:

The sources of data for SWFT are the authorized industry sites, the Joint Personnel Adjudication System (JPAS), and the DoD Agencies.

System Outputs:

SWFT transmits the e-fingerprints to DCSA.

System Documentation and Specifications:

Codebooks, record layouts, database specifications, and other system documentation.

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-0446-2019-0006

Sequence Number	
1	Secure Web Fingerprint Transmission System (SWFT) Master Files Disposition Authority Number: DAA-0446-2019-0006-0001

## Records Schedule Items

Sequence Number	
1	<p data-bbox="345 380 1300 415"><b>Secure Web Fingerprint Transmission System (SWFT) Master Files</b></p> <p data-bbox="345 432 1151 468">Disposition Authority Number      <b>DAA-0446-2019-0006-0001</b></p> <p data-bbox="345 489 1507 638"><b>Electronic fingerprints and demographic information for personnel whom the DoD conducts vetting. Master file includes but are not limited to electronic fingerprints and the corresponding demographic data; such as, name, social security number, and place of birth.</b></p> <p data-bbox="345 657 919 693">Final Disposition                      <b>Temporary</b></p> <p data-bbox="345 711 850 747">Item Status                                <b>Active</b></p> <p data-bbox="345 766 818 802">Is this item media neutral?            <b>Yes</b></p> <p data-bbox="345 821 818 949">Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?        <b>Yes</b></p> <p data-bbox="345 968 818 1056">Do any of the records covered by this item exist as structured electronic data?                        <b>Yes</b></p> <p data-bbox="345 1075 1151 1136">GRS or Superseded Authority Citation      <b>DAA-0330-2014-0011-0001</b></p> <p data-bbox="345 1171 659 1207"><b>Disposition Instruction</b></p> <p data-bbox="345 1232 1507 1381">Retention Period                        <b>Destroy closed cases involving potentially actionable issues 25 years after the end of eligibility. Destroy all other closed cases 16 years after the end of eligibility.</b></p> <p data-bbox="345 1419 656 1455"><b>Additional Information</b></p> <p data-bbox="345 1478 951 1514">GAO Approval                              <b>Not Required</b></p>

## 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
08/22/2019	Return to Submitter	Ron White	Records Manager	DOD - OSD
08/22/2019	Certify	Ron White	Records Manager	DOD - OSD
04/08/2020	Submit for Concurrence	Steven Rhodes	Senior Appraisal Archivist	National Archives and Records Administration - Records Management Services
04/14/2020	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
04/15/2020	Concur	Laurence Brewer	Chief Records Officer	National Records and Archives Administration - National Records and Archives Administration
05/04/2020	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist