

# Request for Records Disposition Authority

(See Instructions on reverse)

## Leave Blank (NARA Use Only)

To **National Archives and Records Administration (NIR)**  
**Washington, DC 20408**

Job Number

**NI-446-09-6**

1 From (Agency or establishment)

**Defense Security Service**

Date Received

**9/28/09**

2 Major Subdivision

**Industrial Security Field Operations**

3 Minor Subdivision

**Defense Industrial Security Clearance Office**

### Notification to Agency

In accordance with the provisions of 44 U.S.C. 3303a, the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10

4 Name of Person with whom to confer

**Robert Crepeau**

5 Telephone (include area code)

**703-325-5344**

Date

Archivist of the United States

*[Signature]* 2016 *[Signature]*

### 6 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 on the attached 0 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified, and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies

is not required       is attached       has been requested

Signature of Agency Representative

Title

Date (mm/dd/yyyy)

**Records Manager**

**8/14/2009**

7 Item Number	8 Description of Item and Proposed Disposition	9 GRS or Superseded Job Citation	10 Action taken (NARA Use Only)
	<p><b>Secure Web Fingerprint Transmission (SWFT) is a secure web-based system that will allow cleared contractors to submit electronic fingerprints (e-fingerprints) and demographic information to the Defense Security Service (DSS) for applicants who require an investigation by the Office of Personnel Management (OPM) for a personnel security clearance. Cleared contractors will collect and securely transmit e-fingerprints to DSS for subsequent transmittal to OPM based on the approval of the applicant's Electronic Questionnaire for Investigations Processing (e-QIP) in the Joint Personnel Adjudication System (JPAS) by the Defense Industrial Security Clearance Office (DISCO). Electronic fingerprints transmitted to OPM are then transmitted to the Federal Bureau of Investigation for processing as part of the investigation.</b></p> <p>1. <b>Records on which investigation is requested from OPM, retain until investigation request is transmitted to OPM then destroy or delete 180 days after submission.</b></p> <p>2. <b>Records on which no investigation is requested, destroy or delete 180 days from date record has been received.</b></p> <p>3. <b>Demographic information used for statistical purposes will be retained as raw statistical and related data in accordance with item 2-25 of NC1-446-76-1, cut off 31 December, hold 4 years then destroy or delete.</b></p>		