

## Request for Records Disposition Authority

Records Schedule Number           **DAA-0537-2015-0001**  
 Schedule Status                       **Approved**

Agency or Establishment           **National Geospatial-Intelligence Agency**  
 Record Group / Scheduling Group   **Records of the National Geospatial-Intelligence Agency**  
 Records Schedule applies to       **Agency-wide**  
 Schedule Subject                     **Security Financial Disclosure Reports**  
 Internal agency concurrences will be provided   **No**

Background Information               **The National Geospatial-Intelligence Agency (NGA) Office of Security, Personnel Security Division, Security Financial Disclosure Branch is implementing a comprehensive Security Financial Disclosure Program using SF-714 Financial Disclosure Form. Per Executive Order (EO) 12968, 4 August 1995, DoD Implementation and Policy Mandate, 11 May 2009, and Assistant to the President for National Security Affairs Memorandum, "Early Detection of Espionage and Other Intelligence Activities Through Identification and Referral of Anomalies," August 23, 1996, all employee with access to Sensitive Compartmented Information are mandated to participate in the program. This effort is integral to the Agency's Security and Insider Threat Programs intended to assist in an annual review and evaluation of an employee's initial and continued eligibility for access to classified information. Unlike other federally mandated financial disclosure forms (i.e. OGE 450 & OGE 278) which are designed to detect any potential conflict of interest or ethical compromises, the SF-714 is designed to detect unexplained affluence (via Net Worth valuation); financial hardship (via Income/Debt Ratio) and overall assist in preventing, deterring and detecting espionage with a financial nexus.**

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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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-0537-2015-0001

Sequence Number	
1	Security Financial Disclosure Reports
1.1	SF-174 Financial Disclosure Report Disposition Authority Number: DAA-0537-2015-0001-0001

Records Schedule Items

Sequence Number	
1	<p><b>Security Financial Disclosure Reports</b> These records are part of the Insider Threat Program intended to assist the agency review and evaluation of an employee's continued eligibility for access to classified information or in specific instances evidence in illegal proceedings, IAW EO 12968, dtd 4 August 1995 and DoD Implementation and Policy Mandate, dtd 11 May 2009, Intelligence Community Directive ICD 500, Intelligence Community Standard ICS 500-27, Use of Audit Data for Insider Threat Detection ICS 700-2.</p>
1.1	<p><b>SF-174 Financial Disclosure Report</b> Disposition Authority Number      <b>DAA-0537-2015-0001-0001</b></p> <p>Records outlining the financial activities of an Agency Employee and family members that present a detailed picture of a filer, as required by EO 12968 and the Counterintelligence Act or 1994. Financial information of filer income, assets, and liabilities or those, with whom the filer shares a financial bond with, own or share control over. Documents include the Financial Disclosure Form SF-714, financial checks, credit reports, federal, state, and local court records checks, and other data related to the filers' financial status.</p> <p>Final Disposition                      <b>Temporary</b></p> <p>Item Status                              <b>Active</b></p> <p>Is this item media neutral?          <b>Yes</b></p> <p>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>Do any of the records covered by this item exist as structured electronic data?                      <b>Yes</b></p> <p><b>Disposition Instruction</b></p> <p>Cutoff Instruction                      <b>Upon filer leaving the agency due to retirement, transfer or resignation.</b></p> <p>Transfer to Inactive Storage          <b>Upon cutoff transfer to the records management program.</b></p> <p>Retention Period                      <b>Destroy 25 year(s) after cut off.</b></p> <p><b>Additional Information</b></p> <p>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
07/09/2015	Certify	NGA Two	Records Management	NGA - NGA
12/17/2015	Return for Revision	Darryl Byrd	Appraisal Archivist	National Archives and Records Administration - Records Management Services
12/21/2015	Submit For Certification	NGA Three	Records Management	NGA - NGA
12/23/2015	Certify	NGA Three	Records Management	NGA - NGA
02/29/2016	Submit for Concurrence	Lisa Clavelli	Supervisor, ACNR Appraisal Team 2	National Archives and Records Administration - Records Management Services
03/01/2016	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
03/01/2016	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
03/02/2016	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist