

# Request for Records Disposition Authority

(See Instructions on reverse)

Leave Blank (NARA Use Only)

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

1 From (Agency or establishment)  
**Department of the Army**

2 Major Subdivision  
**Office of the Administrative Assistant to the Secretary of the Army**

3 Minor Subdivision  
**Records Management and Declassification Agency**

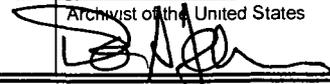
4 Name of Person with whom to confer  
**Brenda Fletcher**

5 Telephone (include area code)  
**703-428-6298**

Number  
**NI-44-10-29**

Date Received  
**4/8/10**

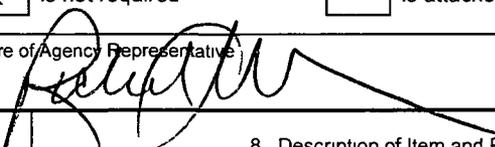
**Notification to Agency**  
 In accordance with the provisions of 44 U.S.C. 3303a, the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10

Date **17 Nov 11** Archivist of the United States 

**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 1 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 **Richard A. Wojewoda, Chief, Records Mgmt Division** Date (mm/dd/yyyy) **03/10/2010**

7 Item Number	8 Description of Item and Proposed Disposition	9 GRS or Superseded Job Citation	10 Action taken (NARA Use Only)
	<p align="center"><b>381 - Military Intelligence</b></p> <p><b>Background</b> The system is used to issue identification cards</p> <p>Information exists in the system dating from 2002</p> <p>RN 381-20s                      Title Biometrics Identification System for Access (BISA) Master File                      Authority TBD                      PA TBD</p> <p><b>Description</b> The system contains replicated copies of information showing access authorizations including names, classification types, digitized fingerprints, iris scans, facial photos, voice recordings, and contextual information Output is identification badges</p> <p><b>Disposition</b> KEN Event is after final surrender of credentials or badge Keep until event occurs and then until no longer needed for conducting business, but not longer than 6 years after the event, then delete</p> <p><b>Note</b> Use record number (RN) 25-1kkk for source input records, RN 25-1lll for automated system administrative outputs and reports, RN 25-1mmm for automated system documentation and specification files, and RN-1nnn for backup files</p>		