

Request for Records Disposition Authority

Records Schedule Number **DAA-0127-2012-0006**
Schedule Status **Approved**

Agency or Establishment **Department of the Navy**
Record Group / Scheduling Group **Records of the U S Marine Corps**
Records Schedule applies to **Agency-wide**
Schedule Subject **BASE PASS ACCESS CONTROL SYSTEM (BPAC)**
Internal agency concurrences will be provided **Yes**

Background Information **Prepare, issue, track and enforce base access passes and permissions in accordance with HSPD-12, DTM 09-012 and "Interim policy guidance for DoD physical access control", MARADMIN 533/08 Beginning February 2010 to ongoing SECNAV M-5210 1 Ch1**

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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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-0127-2012-0006

Sequence Number

1

BASE PASS ACCESS CONTROL (BPAC) System Master File
Disposition Authority Number. DAA-0127-2012-0006-0001

Records Schedule Items

Sequence Number	
1	<p data-bbox="355 409 1503 451">BASE PASS ACCESS CONTROL (BPAC) System Master File</p> <p data-bbox="355 451 1503 493">Disposition Authority Number DAA-0127-2012-0006-0001</p> <p data-bbox="355 504 1503 619">Prepare, issue, track and enforce base access passes and permissions. Data elements include but are not limited to first name, last name, date of birth, place of birth, citizenship, height, weight, eye color, hair color and access permissions.</p> <p data-bbox="355 630 1503 672">Final Disposition Temporary</p> <p data-bbox="355 682 1503 724">Item Status Active</p> <p data-bbox="355 735 1503 777">Is this item media neutral? Yes</p> <p data-bbox="355 787 1503 913">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 data-bbox="355 924 1503 1029">Do any of the records covered by this item exist as structured electronic data? Yes</p> <p data-bbox="355 1050 1503 1092">Disposition Instruction</p> <p data-bbox="355 1102 1503 1144">Cutoff Instruction Cut off bi-annually (credential valid for 2 years)</p> <p data-bbox="355 1155 1503 1197">Retention Period Destroy 3 months after credential is invalid.</p> <p data-bbox="355 1228 1503 1270">Additional Information</p> <p data-bbox="355 1281 1503 1323">GAO Approval Not Required</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
09/05/2012	Return to Submitter	Matthew Staden	Department of the Navy	Sec Nav/DON/AA - Record Report and Directives Management Division
09/07/2012	Certify	Matthew Staden	Department of the Navy	Sec Nav/DON/AA - Record Report and Directives Management Division
10/25/2013	Submit for Concurrence	Steven Rhodes	Appraiser	National Archives and Records Administration - Records Management Services
10/29/2013	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - Records Management Services
10/29/2013	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
11/02/2013	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist