

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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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>BASE PASS ACCESS CONTROL (BPAC) System Master File</p> <p>Disposition Authority Number DAA-0127-2012-0006-0001</p> <p>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>Final Disposition Temporary</p> <p>Item Status Active</p> <p>Is this item media neutral? Yes</p> <p>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>Do any of the records covered by this item exist as structured electronic data? Yes</p> <p>Disposition Instruction</p> <p>Cutoff Instruction Cut off bi-annually (credential valid for 2 years)</p> <p>Retention Period Destroy 3 months after credential is invalid.</p> <p>Additional Information</p> <p>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