

### Request for Records Disposition Authority

Records Schedule Number      **DAA-0127-2013-0007**  
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                      **Biometrics And Automated Access Control System (BAACS)**  
Internal agency concurrences will be provided      **Yes**

Background Information              **This is a Marine Corps Electronic Information System (EIS) currently listed within the DON Application and Database Management System and DoD IT Portfolio Repository (DADMS-DITPR-DON)**

#### Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
<b>1</b>	<b>0</b>	<b>1</b>	<b>0</b>

GAO Approval

## Outline of Records Schedule Items for DAA-0127-2013-0007

Sequence Number	
1	Biometrics And Automated Access Control System (BAACS)
1 1	MASTER FILES Disposition Authority Number DAA-0127-2013-0007-0002

## Records Schedule Items

Sequence Number	
1	<p><b>Biometrics And Automated Access Control System (BAACS)</b>                      This shore based platform is designed to provide integrated access control and physical security management solutions for USMC users. The Biometrics and Automated Access Control System builds upon the AMAG Homeland Security Management Software Enterprise Edition (DADMS ID 49778) platform that consists of a fault tolerance server and computers that are used to enroll and electronically authenticate a user's identity to grant or deny physical access to USMC facilities and report access activity – both authorized and unauthorized. A user's Personal Identity Verification (PIV) card data, biographical data and biometric data are captured and stored and the user is assigned access permissions (e.g. physical access points and days and time that he/she is authorized access). Information flows across a dedicated private communications enclave to multiple monitoring points located within a Base. Card and Biometric readers at the physical access point scan and process user data, which is authenticated electronically against the user's assigned access permissions. Reports and access activity are displayed for physical security operator's action. Operators monitor and manage access activity (e.g., if a user is denied access) and take appropriate action. This platform provides a comprehensive range of standard features, including alarm monitoring and routing, visitor management, badging, and database partitioning for multiple disparate users groups. Closed circuit television video is also in use where needed and the video is stored on digital video recorders at PMO. Collectively, these automated capabilities provide electronic identity authentication features that act as a force multiplier for the manpower that is required to provide physical security for the base.</p>
11	<p><b>MASTER FILES</b></p> <p>Disposition Authority Number      <b>DAA-0127-2013-0007-0002</b></p> <p><b>Data elements include but are not limited to personnel database, alarm event database and digital video recordings (where required)</b></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>

Manual Citation	Manual Title
SSIC 5500 (4b)	General Security Records, Duty Officer Logs
SSIC 5291 3d(5)	Visual Information Records

Disposition Instruction

Retention Period                      **Destroy when no longer needed**

Additional Information

GAO Approval                              **Not Required**

### 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
01/29/2013	Certify	Matthew Staden	Department of the Navy	Sec Nav/DON/AA - Record Report and Directives Management Division
01/07/2014	Submit for Concurrence	Steven Rhodes	Appraiser	National Archives and Records Administration - Records Management Services
01/08/2014	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - Records Management Services
01/08/2014	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
01/09/2014	Approve	David Ferrero	Archivist of the United States	Office of the Archivist - Office of the Archivist