

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> <i>(See Instructions on reverse)</i>		<b>LEAVE BLANK (NARA use only)</b>	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER <i>NI-330-08-5</i>	DATE RECEIVED <i>2/5/08</i>
1. FROM (Agency or establishment) Department of Defense		NOTIFICATION TO AGENCY	
2. MAJOR SUBDIVISION Office of the Secretary of Defense		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
3. MINOR SUBDIVISION Records and Declassification Division, ESD, WHS			
4. NAME OF PERSON WITH WHOM TO CONFER  Luz D Ortiz	5. TELEPHONE  (703) 696-4959	DATE <i>4/10/09</i>	ARCHIVIST OF THE UNITED STATES <i>Allen Deane</i>

**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 2 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, or  has been requested.

DATE 1/31/2008	SIGNATURE OF AGENCY REPRESENTATIVE Robert Storer <i>Robert Storer</i>	TITLE Chief, Records and Declassification Division
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7 ITEM NO	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	<p>Defense Biometric Identification Data System (DBIDS) DBIDS is a Department of Defense (DoD) identity system used to support DoD physical security and information assurance programs. Defense Manpower Data Center is the DoD program office for DBIDS.</p> <p>This schedule addresses the DBIDS master file and installation management reports. See attached pages for complete description and disposition instructions.</p>		

*10 4/18/08 Copies sent to agency*

**SF 115 submission for scheduling records with NARA:**

**BACKGROUND:** Defense Biometric Identification Data System (DBIDS)

DBIDS is a Department of Defense (DoD) identity system used to support DoD physical security and information assurance programs. DBIDS is used for identity verification purposes, to record personal property registered with the DoD, and for producing installation management reports. Program oversight and management of DBIDS is provided by the Defense Manpower Data Center, who is the developer; however, the databases are decentralized and maintained by DoD facilities world-wide. DBIDS databases can be pre-populated for CAC card holders using the Defense Enrollment/Eligibility Reporting System (DEERS), in addition to the data collected directly from the individuals. Each person is assigned a BIDS\_ID in the system as a primary key to associate all the information related to this person. The output of the system is personal data along with biometric data placed on DBIDS cards used for identification purposes. Once registered in the DBIDS database, CAC, Teslin, and DBIDS cards are then read by card readers at DoD facilities to identify authorized individuals who have access to the installation.

When pre-populated system inputs are covered in N1-330-03-1, Item 9 (DEERS). System outputs are DBIDS cards scheduled under GRS 11, Item 4a (if returned) and installation management reports. Installation management reports will be retained in accordance with the corresponding records schedule of the DoD Component or Military Service. System documentation is scheduled under GRS 20, Item 11, and finding aids under GRS 20, Item 9.

**ITEM 1:**

**FILE TITLE:** Defense Biometric Identification Data System (DBIDS)

Master File

**FILE DESCRIPTION:** Information system containing personal data about Armed Forces personnel and their family members both active duty and retired, DoD and non-DoD employees and dependents, U.S. residents abroad, foreign nationals, and corporate employees and dependents who have access to U.S. installations in the continental U.S. and overseas. Included are:

- Finger prints, photographs, iris scans, hand geometry template, card issue date and expiration
- Vehicle information such as manufacturer, model year, color and vehicle type, license plate type and number, decal number, current registration, automobile insurance data, and driver's license data.
- Data on government-issued and personal weapons such as type; serial number; manufacturer; caliber; firearm registration date; and storage location data to include unit, room, building, and phone number

**PRIVACY ACT: S322.70 DMDC**

**DISPOSITION:** Cutoff record on deactivation or confiscation of card. Delete data when 3-5 years old or when no longer needed for security purposes, whichever is applicable.

**ITEM 2:**

**FILE TITLE:** Installation Management Reports

**FILE DESCRIPTION:** User generated and printable reports from DBIDS such as

- Name, grade, Social Security Number, status, date and place of birth, weight, height, eye color, hair color, gender, passport number, country of citizenship, geographic and electronic home and work addresses and telephone numbers, marital status, index fingerprints and photographs, and identification card issue and expiration dates.
- Vehicle information such as manufacturer, model year, color and vehicle type, license plate type and number, decal number, current registration, automobile insurance data, and driver's license data.
- Government-issued and personal weapons such as type; serial number; manufacturer; caliber, firearm registration date; and storage location data to include unit, room, building, and phone number.

**DISPOSITION:** Destroy or delete data when superseded or when no longer needed for operational purposes, whichever is later.