

## Request for Records Disposition Authority

Records Schedule Number      DAA-0434-2016-0004  
Schedule Status                Approved  
  
Agency or Establishment      Department of Energy  
Record Group / Scheduling Group    General Records of the Department of Energy  
Records Schedule applies to      Department-wide  
Schedule Subject                Modified Security Screening Process (MSSP)  
Internal agency concurrences will be provided      No

Background Information                The Modified Security Screening Process (MSSP) provides an alternative for screening DOE employees – Federal and contractor – who have approved implanted medical devices that may otherwise alarm during the standard DOE security screening process. The modified process avoids harm to approved employees who might otherwise be harmed during the standard security screening. MSSP records are maintained for DOE employees who are approved for the modified security screening.

### 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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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-0434-2016-0004

Sequence Number
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1
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Modified Security Screening Files
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Disposition Authority Number: DAA-0434-2016-0004-0001
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## Records Schedule Items

Sequence Number	
1	<p data-bbox="367 417 824 449"><b>Modified Security Screening Files</b></p> <p data-bbox="367 470 1141 502">Disposition Authority Number      <b>DAA-0434-2016-0004-0001</b></p> <p data-bbox="367 523 1495 704">Includes records such as the Modified Security Screening Lists (MSSLs) generated and updated, as appropriate or required, listing approved employees by full name and with their screening level exemptions. Additional records may include associated MSSL references and communications, such as email exchanges with the DOE security office related to the MSSL submission.</p> <p data-bbox="367 725 919 757">Final Disposition                      <b>Temporary</b></p> <p data-bbox="367 778 854 810">Item Status                                <b>Active</b></p> <p data-bbox="367 832 821 863">Is this item media neutral?            <b>Yes</b></p> <p data-bbox="367 885 805 1002">Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?        <b>No</b></p> <p data-bbox="367 1034 670 1066"><b>Disposition Instruction</b></p> <p data-bbox="367 1098 1260 1129">Cutoff Instruction                        <b>Cut off annually in year superseded.</b></p> <p data-bbox="367 1151 1401 1183">Transfer to Inactive Storage            <b>Transfer to inactive storage when superseded.</b></p> <p data-bbox="367 1204 1243 1236">Retention Period                         <b>Destroy 3 year(s) after superseded</b></p> <p data-bbox="367 1268 670 1300"><b>Additional Information</b></p> <p data-bbox="367 1332 951 1364">GAO Approval                              <b>Not Required</b></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
05/23/2016	Certify	Maria Levesque	Director of Records Management Services	Office of the Chief Information Officer - Records Management Program Office
07/06/2016	Return for Revision	Steven Rhodes	Senior Appraisal Archivist	National Archives and Records Administration - Records Management Services
08/04/2016	Submit For Certification	Troy Manigault	Director, Records Management Division	Office of the Chief Information Officer - Records Management Division
08/05/2016	Certify	Maria Levesque	Director of Records Management Services	Office of the Chief Information Officer - Records Management Program Office
10/14/2016	Submit for Concurrence	Steven Rhodes	Senior Appraisal Archivist	National Archives and Records Administration - Records Management Services
10/17/2016	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
10/18/2016	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
10/20/2016	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist