

## Request for Records Disposition Authority

Records Schedule Number      **DAA-0434-2017-0005**  
Schedule Status                **Approved**

Agency or Establishment        **Department of Energy**  
Record Group / Scheduling Group **General Records of the Department of Energy**  
Records Schedule applies to    **Agency-wide**  
Schedule Subject                **Foreign National Visitor (FNV) System**  
Internal agency concurrences will be provided    **No**

Background Information        **The Foreign National Visitor (FNV) System provides a central secure location for foreign national visitors to complete and submit visitor applications to the Energy Efficiency and Renewable Energy (EERE) Workforce Management Office. Foreign national visitors to DOE Headquarters (HQ) and HQ-sponsored events must be cleared by the DOE Office of Environment, Health, Safety, and Security. The FNV System contains data for each foreign national visit to a DOE facility, consisting of EERE approvals, and information from the DOE host offices on the visitor and the visit.**

### Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
<b>2</b>	<b>0</b>	<b>2</b>	<b>0</b>

### GAO Approval

## Outline of Records Schedule Items for DAA-0434-2017-0005

Sequence Number	
1	Master File - Foreign National Visitor Access Approval Files Disposition Authority Number: DAA-0434-2017-0005-0001
2	Output - Foreign National Visitor Memoranda Disposition Authority Number: DAA-0434-2017-0005-0002

Records Schedule Items

Sequence Number	
1	<p><b>Master File - Foreign National Visitor Access Approval Files</b></p> <p>Disposition Authority Number      <b>DAA-0434-2017-0005-0001</b></p> <p>Foreign national visitor access approval files comprised of personal information including, but not limited to, name, date and place of birth, phone number, address, gender, passport number, visa number, citizenship information, and immigration status. Also included is information from the DOE host office related to the foreign national visit, such as the facilities to be accessed, number of days on-site, purpose and justification for the visit/assignment, the host office escort/host name, cost of visit, and export control license information.</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> <p><b>Disposition Instruction</b></p> <p>Cutoff Instruction                        <b>At the end of the fiscal year.</b></p> <p>Retention Period                         <b>Destroy 5 year(s) after cutoff.</b></p> <p><b>Additional Information</b></p> <p>GAO Approval                              <b>Not Required</b></p>
2	<p><b>Output - Foreign National Visitor Memoranda</b></p> <p>Disposition Authority Number      <b>DAA-0434-2017-0005-0002</b></p> <p>DOE host office-generated memoranda to request signature approval of proposed unclassified foreign national visits and assignments to access DOE Headquarters.</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</p>

electronic format(s) other than e-mail and word processing?

Do any of the records covered by this item exist as structured electronic data?

**Yes**

**Disposition Instruction**

Cutoff Instruction

**At the end of the fiscal year.**

Retention Period

**Destroy 5 year(s) after cutoff.**

**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
03/21/2017	Return to Submitter	Troy Manigault	Director, Records Management Division	Office of the Chief Information Officer - Records Management Division
04/03/2017	Certify	Troy Manigault	Director, Records Management Division	Office of the Chief Information Officer - Records Management Division
07/21/2017	Submit for Concurrence	Steven Rhodes	Senior Appraisal Archivist	National Archives and Records Administration - Records Management Services
07/24/2017	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
07/24/2017	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
07/25/2017	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist