

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER <i>N1-065-10-38</i>	
To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received <i>9/10/10</i>	
1. FROM (Agency or establishment) DEPARTMENT OF JUSTICE		NOTIFICATION TO AGENCY 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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
2. MAJOR SUBDIVISION FEDERAL BUREAU OF INVESTIGATION			
3. MINOR SUBDIVISION SECURITY DIVISION			
4. NAME OF PERSON WITH WHOM TO CONFER Teresa C. Sharkey, CRM	5. TELEPHONE NUMBER 703-504-0328	DATE <i>06-30-2011</i>	ARCHIVIST OF THE UNITED STATES <i>Paul M. Ward</i> CR0
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 <u>2</u> page(s) are not needed now for the business for 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, <input checked="" type="checkbox"/> is not required <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.			
DATE <i>9/8/2010</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>Helen Anne O'Plain</i>		TITLE SECTION CHIEF
7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	Facility Security System (FSS) The attached two pages provide disposition instructions for the FBI's Security Division's (SecD's) Facility Security System (FSS).		

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	<p align="center">Facility Security System (FSS)</p> <p>The FBI's Security Division (SecD) is responsible for the Facility Security System (FSS). Developed in 2005, the FSS contains information related to non-Bureau individuals' status of access to FBI facilities. The individuals tracked in FSS include: contractors; individuals from law enforcement agencies working on task force-related activities; some foreign nationals who require access as official visitors to FBI facilities; and others from government agencies processed for a security clearance and/or access to an FBI facility to perform work-related duties.</p> <p>1. Inputs</p> <p>A. Keyed in Data</p> <p>Inputs are keyed into FSS and include, but are not limited to, full legal name; date of birth; social security number; place of birth city; clearance type; FBI case number (where security-related records are filed/retained); start and end dates of official visit; supervisor's name; Contract Officer Technical Representative (COTR)/contact (name); agency granting clearance; and agency address.</p> <p>DISPOSITION: See disposition of Data Files (Item 2).</p> <p>B. Visitor Access/Authorization Request (VAR) Forms</p> <p>Visitor Access/Authorization Request (VAR) forms contain information that is keyed into FSS (Item 1A).</p> <p>DISPOSITION: TEMPORARY. File cut-off: end of fiscal year. Delete/Destroy five years after file cut-off.</p> <p>2. Data Files</p> <p>One record is maintained for each individual in the system. Over time, if information as described in Inputs (Item 1) changes, then the new information is updated by keying in data that overwrites the information previously entered. In other words, the FSS does not retain a history of information on an individual.</p> <p>A. Data Related to Individuals in an Active Status</p> <p>While some information entered as Inputs (Item 1) will remain the same over time, e.g. social security number, date and place of birth, other information will be updated, such as the clearance level, date of most recent clearance that has been granted, and expiration of clearance.</p> <p>DISPOSITION: TEMPORARY. Update relevant data fields when superseded by new information.</p> <p>B. Data Related to Individuals in a Non-Active Status</p> <p>A non-active status includes the categories of terminated, suspended and denied.</p> <p>Note: If a record for an individual is in the system in a non-active status but has now become active again, the data related to the record for that individual will return to active status (Item 2A) and the disposition of active status (Item 2A) will apply until the individual's status once again becomes non-active.</p> <p>DISPOSITION: TEMPORARY. Delete/Destroy data when the individual's status has been non-active for 5 years.</p>	<p>Superseded by job / item number: AAA-GRS-2017-0006-0014 + -0015</p> <p>Date (MM/DD/YYYY): July 2017</p> <p>exception made obsolete by GRS 5.6</p> <p>GRS 11, Item 4</p> <p>GRS 11, Item 4</p> <p>GRS 11, Item 4</p>	

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	<p>3. Outputs</p> <p>A: Reports Reports include, but are not limited to, an Approved Access report and a report of Active Personnel. In addition, ad hoc reports are output from the system based on various queries. DISPOSITION: TEMPORARY. Delete/Destroy when no longer needed for business purposes. <i>GRS 20/16,12,5</i></p> <p>B. Data Input Into Other FBI Systems A copy of certain information is input into various FBI systems, including the Bureau Personnel Management System (BPMS). DISPOSITION: Retain commensurate with the retention schedule of the system. <i>Filing instruction</i></p> <p>4. Related Records: Other Forms and Records Related to Visitor Access These records include, but are not limited to, visitor access forms used by divisions or offices, typically those that are not located at HQ. The types of forms included vary from a form used for identifying visitors attending a Family Day event to forms used at locations outside of HQ, such as the FBI's Laboratory. DISPOSITION: TEMPORARY. File cut-off: end of the fiscal year. Delete/Destroy 5 years after file cut-off or when no longer needed for business purposes, whichever is later. <i>exception made obsolete by GRS 5.6</i></p>	<p><i>GRS 11, Item 4</i></p> <p>Superseded by: <i>DAA-GRS-2017-0006-0014+0015</i></p> <p>DATE (MM/DD/YYYY): <u><i>July 2017</i></u></p>	