**REQUEST FOR RECORDS DISPOSITION AUTHORITY**
(See Instructions on reverse)

TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NARA)
WASHINGTON, DC 20408

1. FROM (Agency or establishment)
   DRUG ENFORCEMENT ADMINISTRATION

2. MAJOR SUBDIVISION
   Office of Information Systems

3. MINOR SUBDIVISION
   Enterprise and Field Systems Unit (SIFE)

4. NAME OF PERSON WITH WHOM TO CONFER
   Jon Wicker

5. TELEPHONE
   703-495-6519

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 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,

   - [X] is not required;
   - [ ] is attached; or
   - [ ] has been requested.

   DATE
   05/13/04

   SIGNATURE OF AGENCY REPRESENTATIVE
   Sandra Liddell

   TITLE
   SARR, Records Officer

7. ITEM NO.

8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION
   1. DFN: 1220-65
      Polygraph Information Tracking System (PITS)

9. GRS OR SUPERSEDED JOB CITATION

10. ACTION TAKEN (NARA USE ONLY)

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115-109

NSN 7540-00-634-4064
PREVIOUS EDITION NOT USABLE

STANDARD FORM 115 (REV. 3-91)
Prescribed by NARA
36 CFR 1228
DFN: 1220-65

Polygraph Information Tracking System (PITS)

Program: Office of Investigative Technology (ST)

Applicability: Polygraph Support Unit (STCP)

Identifying Information:

Description: The Polygraph Information Tracking System (PITS) provides for data entry, tracking, receipt, assignment, and reporting of Polygraph information performed on Special Agents, Foreign Assistants, Criminals, and Intelligence Research Specialists.

Specific Restrictions:

Access is limited due to Privacy Act / FOI issues.

Vital Record: No.

Specific Legal Requirements:


Disposition Information:

The primary content of the system includes polygraph related information, status reports, and results reports.

A. System Inputs:

1. Polygraph Examinations

Temporary. See Polygraph Files 601-35 (N1-170-04-1).

B. System Data:

1. Polygraph examinations and results.

Temporary. Retain until no longer needed for reference or operational purposes.
C. System Outputs:

1. Status Reports
2. Results Reports

Temporary. Retain until no longer needed for reference or operational purposes.

D. System Documentation:

User Guide
Acceptance Test Plan
Functional Requirements Document
System Maintenance Document

Temporary: Maintain for life of system and destroy when no longer needed for reference purposes.

E. E-Mail and Word Processing System Copies:

Electronic copies of records that are created on electronic mail and word processing systems and are used solely to generate a recordkeeping copy of the records covered by the other items in this schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.

1. Copies that have no further administrative value after the recordkeeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy has been produced.

Temporary. Destroy/delete within 180 days after the recordkeeping copy has been produced.

2. Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy.

Temporary. Destroy/delete when dissemination, revision, or updating is completed.