

Request for Records Disposition Authority

Records Schedule Number **DAA-0059-2012-0001**
Schedule Status **Modified Approved Version**

Agency or Establishment **Department of State**
Record Group / Scheduling Group **General Records of the Department of State**
Records Schedule applies to **Major Subdivision**
Major Subdivision **Bureau of Diplomatic Security**
Minor Subdivision **Office of Domestic Facilities Protection**
Schedule Subject **Records for the Office of Domestic Facilities Protection**
Internal agency concurrences will be provided **No**

Background Information

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
6	0	6	0

GAO Approval

Outline of Records Schedule Items for DAA-0059-2012-0001

Sequence Number	
1	AlarmNet General Support System (GSS)
1 1	Master File Disposition Authority Number DAA-0059-2012-0001-0001
2	Identity Management System (IDMS)
2 1	Master File Disposition Authority Number DAA-0059-2012-0001-0002
3	Agent Credentials - Program File
3 1	Receipts and related documentation Disposition Authority Number. DAA-0059-2012-0001-0003
4	Property Receipt Records Disposition Authority Number DAA-0059-2012-0001-0004
5	Property Survey Records
5 1	Supply Branch Copy Disposition Authority Number DAA-0059-2012-0001-0005
6	Personal Services Contract Files Disposition Authority Number. DAA-0059-2012-0001-0006

Records Schedule Items

Sequence Number	
1	<p>AlarmNet General Support System (GSS) An electronic tracking system that utilizes information collected by the bureau's Identity Management System (IDMS) to build access profiles and give individuals access to facilities within the Department of State nationwide. The information is required to grant access clearances, and to provide the Department's Diplomatic Security Uniformed Police Officers (UPO) the information necessary to protect Department assets. AlarmNet supports the Bureau of Diplomatic Security (DS/ FSE/DME) mission requirements for providing physical intrusion detection, access control security, and monitoring from central locations, for all domestic Department facilities nationwide on a 24x7 basis. AlarmNet provides the connectivity for the Department's Domestic Access Control and Intrusion Detection System.</p>
1 1	<p>Master File</p> <p>Disposition Authority Number DAA-0059-2012-0001-0001</p> <p>Final Disposition Temporary</p> <p>Item Status Active</p> <p>Is this item media neutral? Yes</p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes</p> <p>Do any of the records covered by this item exist as structured electronic data? Yes</p> <p>Disposition Instruction</p> <p>Retention Period Destroy Personal Identity Verification cards within 30 days after death, separation, or transfer of employee. Destroy all other records upon notification of death or no later than five years after separation or transfer of employee, whichever is applicable.</p> <p>Additional Information</p> <p>GAO Approval Not Required</p>
2	<p>Identity Management System (IDMS) The Identity Management System is a database application that stores information collected from persons requiring Department of State (DoS) Personal ID Cards. IDMS is the property of the Bureau of Diplomatic Security and is owned by the DoS. The information collected facilitates the production (printing) and</p>

	encoding (data elements required for physical/logical access and verification of the cardholder) of the DoS Personal ID Card ultimately issued to an approved cardholder IDMS contains Personally Identifiable Information (PII) extracted from forms DS-1838 (Request for Building Pass Identification Card), SF-85 (Questionnaire for Non-Sensitive Positions), SF-85P(S) (Questionnaire for Public Trust Positions), SF-86 (Questionnaire for National Security Positions) and DSP-97 (U S. DoS Building Access Application) IDMS also contains personal information as required by HSPD-12 and the information is verified by the individual applicant
2 1	Master File Disposition Authority Number DAA-0059-2012-0001-0002 Final Disposition Temporary Item Status Active Is this item media neutral? Yes Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes Do any of the records covered by this item exist as structured electronic data? Yes Disposition Instruction Retention Period Delete/destroy 20 years after separation, or transfer of cardholder from the Department of State. PII is to be delete/destroyed in accordance with DS approved records disposition schedule on retention of information/data on a particular individual Additional Information GAO Approval Not Required
3	Agent Credentials - Program File Accountability Receipt Forms for DSS Identification Media, correspondence, memorandums, reports on DSS personnel identification media covering credential numbers, badge numbers, pin numbers, issuance receipts, and other related subjects
3 1	Receipts and related documentation Disposition Authority Number DAA-0059-2012-0001-0003 Arrange file by media identification number Final Disposition Temporary Item Status Active

	Is this item media neutral?	Yes
	Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	No
	GRS or Superseded Authority Citation	N1-59-94-43, item 98a
	Disposition Instruction	
	Retention Period	Retain in office Destroy accountability receipts/ records 10 years after media (credentials, badges, PRS pins) redesign change Destroy personnel files 10 years after departing (Resign, Terminate, Retire, etc) from DoS subject to the issuance of retirement media.
	Additional Information	
	GAO Approval	Not Required
4	Property Receipt Records	
	Disposition Authority Number	DAA-0059-2012-0001-0004 Consists of Form DS-584, Personal Custody Property Receipt, for property items loaned to individuals for their use and related documents.
	Final Disposition	Temporary
	Item Status	Active
	Is this item media neutral?	Yes
	Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	No
	GRS or Superseded Authority Citation	II-NN-3250, item 57
	Disposition Instruction	
	Retention Period	Destroy original when property is returned Destroy copies when operational purposes have been served
	Additional Information	
	GAO Approval	Not Required
5	Property Survey Records	

5 1

Consists of copies of DS-310, Property Survey Report (Domestic) and related documents Report provides property accountability for all office equipment and furniture

Supply Branch Copy

Disposition Authority Number **DAA-0059-2012-0001-0005**

Final Disposition **Temporary**

Item Status **Active**

Is this item media neutral? **Yes**

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? **No**

GRS or Superseded Authority Citation **II-NN-3250, item 58a**

Disposition Instruction

Retention Period **Destroy 3 year(s) after disposal of equipment**

Additional Information

GAO Approval **Not Required**

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Personal Services Contract Files

Disposition Authority Number **DAA-0059-2012-0001-0006**

Copies of employees HRPSC021 Request for Contract Action (Personal Service Contract-PSC), JF-62, PSC salary worksheet computation, spreadsheets, invoices, time sheets, payments, security clearance, copies of contracts, financial forms relating to the activities of contractors involved in security guard services and personal service contracts for Uniformed Patrol Offices, correspondence, and PSC contract checklist

Final Disposition **Temporary**

Item Status **Active**

Is this item media neutral? **Yes**

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? **Yes**

Do any of the records covered by this item exist as structured electronic data? **No**

Disposition Instruction

Cutoff Instruction	Cut off when employee has separated or terminate
Retention Period	Destroy 6 year(s) and 3 month(s) after final payment
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
10/20/2011	Certify	Tasha Thian	Agency Records Officer	A/GIS - A/GIS/IPS/RA
02/15/2012	Return for Revision	Lisa Roberson	Appraiser	National Archives and Records Administration - Records Management Services
05/02/2012	Submit For Certification	Shelia Prince	Program Analyst	A/GIS - A/GIS/IPS/RA
05/03/2012	Certify	Tasha Thian	Agency Records Officer	A/GIS - A/GIS/IPS/RA
01/03/2013	Return for Revision	Lisa Roberson	Appraiser	National Archives and Records Administration - Records Management Services
02/27/2013	Submit For Certification	Shelia Prince	Program Analyst	A/GIS - A/GIS/IPS/RA
03/07/2013	Certify	Tasha Thian	Agency Records Officer	A/GIS - A/GIS/IPS/RA
05/09/2013	Submit for Concurrence	Lisa Clavelli	Supervisor, ACNR Appraisal Team 2	National Archives and Records Administration - Records Management Services
05/14/2013	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - Records Management Services
05/14/2013	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
05/14/2013	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist