

## Request for Records Disposition Authority

Records Schedule Number      **DAA-0048-2015-0002**

Schedule Status                **Approved**

Agency or Establishment      **Department of the Interior**

Record Group / Scheduling Group **Records of the Office of the Secretary of the Interior**

Records Schedule applies to    **Department-wide**

Schedule Subject                **Routine Surveillance Recordings**

Internal agency concurrences will be provided    **Yes**

Background Information        **DOI requests exception to GRS 21 Item 18 to reduce the retention period from 6 months to 30 days.**

### 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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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-0048-2015-0002

Sequence Number	
1	Routine Surveillance Recordings
1.1	Routine Surveillance Recordings Disposition Authority Number: DAA-0048-2015-0002-0001

## Records Schedule Items

Sequence Number	
1	<p><b>Routine Surveillance Recordings</b> This schedule provides disposition authority for all DOI surveillance video recordings made by an automated system to document activities both inside and outside a DOI facility and on public lands administrated by DOI.</p>
1.1	<p><b>Routine Surveillance Recordings</b> Disposition Authority Number      <b>DAA-0048-2015-0002-0001</b></p> <p>These recordings are produced and maintained in the course of routine security measures for facilities and public lands administrated by DOI and are characterized by being necessary for day-to-day operations but not suitable for long-term preservation. These surveillance recordings are of a non-evidentiary value and will be automatically destroyed after 30 days. In the event that a recording is identified as relevant to a particular legal or investigative case file, the recording will be included as part of the case file and retained according to the approved records disposition schedule for that case file.</p> <p>Final Disposition                      <b>Temporary</b></p> <p>Item Status                                <b>Active</b></p> <p>Is this item media neutral?            <b>No</b></p> <p>Explanation of limitation              <b>These security recordings are all electronic.</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>No</b></p> <p>GRS or Superseded Authority Citation      <b>GRS 21, Item 18</b></p> <p><b>Disposition Instruction</b></p> <p>Cutoff Instruction                        <b>Cut off at the end of each calendar day.</b></p> <p>Retention Period                         <b>Destroy 30 days after cut-off. NOTE: In the event of a security breach or other such incident, the applicable recordings will be copied from the system, retained and used as part of an investigative case file and will be retained according to the records disposition schedule for that case file.</b></p>

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
07/20/2015	Certify	David Alspach	Records Officer DOI Office Of the Secretary	Office of the Secretary - Records Group 048
10/20/2015	Submit for Concurrence	Kate Flaherty	Appraiser	National Archives and Records Administration - Records Management Services
10/21/2015	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
10/22/2015	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
10/26/2015	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist