INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: N1-048-08-020

All items in this schedule are inactive. Items are either obsolete or have been superseded by newer NARA approved records schedules.

Description:

Superseded by DAA-0048-2013-0001-0001

Listed as superseded on crosswalk

Date Reported: 04/09/2021
## REQUEST FOR RECORDS DISPOSITION AUTHORITY

**TO**  
NATIONAL ARCHIVES & RECORDS ADMINISTRATION  
8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001

**FROM**  
(Agency or establishment)  
Department of the Interior

**MAJOR SUBDIVISION**  
Policy, Management and Budget (PMB)

**MINOR SUBDIVISION**  
National Business Center (NBC)

**NAME OF PERSON WITH WHOM TO CONFER**  
Pam Quallich

**TELEPHONE NUMBER**  
202-208-3909

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**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disposition request, including amendments, is approved except for items that may be marked "disposition not approved or withdrawn" in column 10.

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**AGENCY INFORMATION**

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 needed now 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

- [ ] is not required  
- [ ] is attached, or  
- [ ] has been requested

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**DATE**  
June 18, 2008

**SIGNATURE OF AGENCY REPRESENTATIVE**  
[Signature]

**TITLE**  
Office of the Secretary Records Officer

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**ITEM NO**  
1

**DESCRIPTION OF ITEM AND PROPOSED DISPOSITION**  
7561 Smart Card System (SCS)

**GRS OR SUPERSEDED JOB CITATION**  
N/A

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(See attached list of Records Description and Requested Disposition Authority)
7561 Smart Card Systems (SCS) A security management system that is smart card enabled, authorizing and recording the entry of individuals into DOI facilities. Smart Card System contains personally identifiable information (PII), including Social Security numbers, height, weight, hair color, etc. and paper ID request forms containing identity proof of an individual- copies of driver’s licenses, passports, birth certificates, etc. The system is currently fully operational in the Main Interior Building (MIB), South Interior Building (SIB) and is expected to cover over 70 DOI facilities across the country.

Client PCs for data entries (badging computers), access monitoring guard stations form part of the larger smart card system and are covered under this schedule.

Disposition: Temporary. Cut off upon expiry of the ID Card. Destroy 3 years after cut off.
Summary:

This action establishes one new Office of the Secretary Series entitled:

“Smart Card System”

Reason for submission:

1) This action provides for the disposition of records maintained in the Smart Card System (SCS) - a previously unscheduled system that is used to authorize and record the entry of individuals into the Main Interior Building (MIB), South Interior Building (SIB) and eventually covering 70-80 other DOI facilities throughout the country.

2) This action also incorporates the series into the numbering pattern of the Office of the Secretary’s new record schedule.