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NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
Request for Records Disposition Authority

Records Schedule: DAA-0058-2017-0018

Request for Records Disposition Authority

Records Schedule Number DAA-0058-2017-0018

Schedule Status Returned Without Action

Agency or Establishment Internal Revenue Service

Record Group / Scheduling Group Records of the Internal Revenue Service

Records Schedule applies to Major Subdivision

Major Subdivision Personnel Security

Schedule Subject Personnel Security Records

Internal agency concurrences will be provided No

Background Information This schedule seeks updates to two personnel security records series previously approved for IRS under Job No. N1-058-05-010. All other items under Job No. N1-058-05-010 are covered under GRS 5.6 and GRS 4.2 and IRS will follow those disposition instructions.

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
0	0	0	2

GAO Approval

3

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Outline of Records Schedule Items for DAA-0058-2017-0018

Sequence Number	
1	National Agency Check and Inquiry (NACI) Results. Disposition Authority Number: DAA-0058-2017-0018-0001
2	Personnel Security Files.
2.1	Investigation Case Files. Disposition Authority Number: DAA-0058-2017-0018-0002

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Records Schedule Items

Sequence Number					
1	<p>National Agency Check and Inquiry (NACI) Results.</p> <p>Disposition Authority Number DAA-0058-2017-0018-0001</p> <p>Furnished by the Office of Personnel Management. Files include related correspondence and background investigations reviewed and evaluated as favorable in character.</p> <p>Final Disposition Temporary</p> <p>Item Status Withdrawn</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? No</p> <table border="1"><thead><tr><th>Manual Citation</th><th>Manual Title</th></tr></thead><tbody><tr><td>Document 12990: RCS 12</td><td>IRS Records Control Schedules: Personnel Security Records</td></tr></tbody></table> <p>GRS or Superseded Authority Citation N1-058-05-010 / 1</p> <p>Disposition Instruction</p> <p>Retention Period Destroy 90 days after processing.</p> <p>Additional Information</p> <p>GAO Approval Not Required</p>	Manual Citation	Manual Title	Document 12990: RCS 12	IRS Records Control Schedules: Personnel Security Records
Manual Citation	Manual Title				
Document 12990: RCS 12	IRS Records Control Schedules: Personnel Security Records				
2	<p>Personnel Security Files.</p> <p>Records created under Office of Personnel Management. Files include procedures and regulations and related indexes maintained by the personnel security office of the employing agency.</p>				
2.1	<p>Investigation Case Files.</p> <p>Disposition Authority Number DAA-0058-2017-0018-0002</p> <p>Investigations on Federal employees or applicants for Federal employment, whether or not a security clearance is granted, and other persons, such as those performing work for a Federal agency under contract, who require an approval before having access to Bureau facilities or to sensitive data. These files include questionnaires, summaries of reports prepared by the investigating agency,</p>				

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and other records reflecting the processing of the copies of investigative reports furnished by the investigating agency.

Final Disposition Temporary

Item Status Withdrawn

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

Manual Citation	Manual Title
Document 12990: RCS 12	IRS Records Control Schedules: Personnel Security Records

GRS or Superseded Authority Citation N1-05-05-010 / 2/A

Disposition Instruction

Cutoff Instruction Cut off after date of final report, final legal action, or final administrative action, whichever is appropriate.

Transfer to Inactive Storage Transfer (paper records) to Records Center 2 years after cutoff.

Retention Period Destroy 16 year(s) after cutoff.

Additional Information

GAO Approval Not Required

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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
08/15/2017	Certify	Tracee Taylor	IRS Records Officer	Privacy, Governmental Liaison and Disclosure - Records and Information Management
10/24/2017	Return Without Action	Rania Mahmoud	Appraisal Archivist	National Archives and Records Administration - Records Management Services

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