

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-GRS-2016-0003

Status: APPROVED
Date Approved: 05/02/2016
Last Modified: 11/02/2024

General Information

Agency or Establishment	General Records Schedules (National Archives and Records Administration)
Record/Scheduling Group	GRS - General Records Schedules
Records Schedule Applies To	Government-wide All agencies except:
Schedule Subject	Additions to General Records Schedule 4.2: Information Access and Protection Records
Is There a Classified Version of This Schedule?	No
Is consultation and coordination with Tribal Governments required?	Predate requirement

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Item Count

Total number of disposition items: 4
Number of Temporary disposition items: 4
Number of Permanent disposition items: 0
Number of Items with Disposition Not Approved: 0
Number of Inactive disposition items: 0

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Outline of Records Schedule Items for DAA-GRS-2016-0003

Item #	Title	Disposition
0002	Privacy Act System of Records Notices (SORNs).	Temporary
0003	Records analyzing Personally Identifiable Information (PII). : Records of Privacy Threshold Analyses (PTAs) and Initial Privacy Assessments (IPAs).	Temporary
0004	Records analyzing Personally Identifiable Information (PII). : Records of Privacy Impact Assessments (PIAs).	Temporary
0005	Computer matching program notices and agreements.	Temporary

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Records Schedule Items

DAA-GRS-2016-0003-0002		STATUS: Active
ITEM GENERAL INFORMATION		
Item Title	Privacy Act System of Records Notices (SORNs).	
Item Description	Agency copy of notices of the existence and character of systems of records documenting publication in the Federal Register upon system establishment or revision per the Privacy Act of 1974 [5 U.S.C. 552a(e)(4) and 5 U.S.C. 552a(e)(11)], as amended. Also significant material documenting SORN formulation, other than Privacy Impact Assessment records (see item 161).	
Is this item media neutral?	Yes	
Is this item a Big Bucket?		
MANUAL CITATION		
Agency Code	GRS 4.2, item 150	
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS		
Does this item supersede existing disposition authorities?	No	
Is this item a deviation from the GRS?	No	
DISPOSITION INSTRUCTION		
Final Disposition	Temporary	
Retention Period	Other: Destroy 2 years after supersession by a revised SORN or after system ceases operation, but longer retention is authorized if required for business use.	
ADDITIONAL INFORMATION		
Are any of the records covered by this item national security classified?		
GAO Approval Required	No	

Group Title	Records analyzing Personally Identifiable Information (PII).
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Group Description	Records documenting whether certain privacy and data security laws, regulations, and agency policies are required; how PII is collected, used, shared, and maintained; and incorporation of privacy protections into records systems as required by the E-Government Act of 2002 (Public Law 107-347, section 208), the Privacy Act of 1974 (5 U.S.C. 552a), and other applicable privacy laws, regulations, and agency policies. Includes significant background material documenting formulation of final products.
DAA-GRS-2016-0003-0003 STATUS: Active	
ITEM GENERAL INFORMATION	
Item Title	Records of Privacy Threshold Analyses (PTAs) and Initial Privacy Assessments (IPAs).
Item Description	Records of research on whether a Privacy Impact Assessment (PIA) should be conducted.
Is this item media neutral?	Yes
Is this item a Big Bucket?	
MANUAL CITATION	
Agency Code	GRS 4.2, item 160
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS	
Does this item supersede existing disposition authorities?	No
Is this item a deviation from the GRS?	No
DISPOSITION INSTRUCTION	
Final Disposition	Temporary
Retention Period	Other: Destroy 3 years after associated PIA is published or determination that PIA is unnecessary, but longer retention is authorized if required for business use.
ADDITIONAL INFORMATION	
Are any of the records covered by this item national security classified?	
GAO Approval Required	No
DAA-GRS-2016-0003-0004 STATUS: Active	
ITEM GENERAL INFORMATION	
Item Title	Records of Privacy Impact Assessments (PIAs).
Is this item media neutral?	Yes
Is this item a Big Bucket?	
MANUAL CITATION	

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Agency Code	GRS 4.2, item 161
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS	
Does this item supersede existing disposition authorities?	No
Is this item a deviation from the GRS?	No
DISPOSITION INSTRUCTION	
Final Disposition	Temporary
Retention Period	Other: Destroy 3 years after a superseding PIA is published, after system ceases operation, or (if PIA concerns a website) after website is no longer available to the public, as appropriate. Longer retention is authorized if required for business use.
ADDITIONAL INFORMATION	
Are any of the records covered by this item national security classified?	
GAO Approval Required	No

DAA-GRS-2016-0003-0005	STATUS: Active
ITEM GENERAL INFORMATION	
Item Title	Computer matching program notices and agreements.
Item Description	Agency copy of notices of intent to share data in systems of records with other Federal, state, or local government agencies via computer matching programs, and related records documenting publication of notice in the Federal Register per the Privacy Act of 1974 [5 U.S.C. 552a(e)(12)], as amended. Also agreements between agencies, commonly referred to as Computer Matching Agreements, prepared in accordance with Office of Management and Budget Final Guidance. Includes documentation of Data Integrity Board (DIB) review and approval of matching programs and agreements, and significant background material documenting formulation of notices and agreements.
Is this item media neutral?	Yes
Is this item a Big Bucket?	
MANUAL CITATION	
Agency Code	GRS 4.2, item 170
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS	
Does this item supersede existing disposition authorities?	No

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Is this item a deviation from the GRS?	No
DISPOSITION INSTRUCTION	
Final Disposition	Temporary
Retention Period	Other: Destroy upon supersession by a revised notice or agreement, or 2 years after matching program ceases operation, but longer retention is authorized if required for business use.
ADDITIONAL INFORMATION	
Are any of the records covered by this item national security classified?	
GAO Approval Required	No

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Signatory Information

Action	User	Date
Approve	David Ferriero	05/02/2016