

Request for Records Disposition Authority

Records Schedule Number **DAA-0064-2011-0003**
Schedule Status **Modified Approved Version**

Agency or Establishment **National Archives and Records Administration**
Record Group / Scheduling Group **Records of the National Archives and Records Administration**
Records Schedule applies to **Agency-wide**
Schedule Subject **Security Clearance Tracking System (SCTS)**
Internal agency concurrences will be provided **No**

Background Information **The Security Clearance Tracking System manages NARA's clearance process for both NACI and visitor clearances and personnel security clearances. It integrates with OPM's E-Delivery system for the retrieval of completed background investigation information.**

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
3	0	3	0

GAO Approval

Outline of Records Schedule Items for DAA-0064-2011-0003

Sequence Number	
1	For employees holding security clearances of secret and above
1 1	Basic employee record documenting the holding of the security clearance Disposition Authority Number DAA-0064-2011-0003-0001
2	For employees who do not hold a security clearance but had an NAC conducted
2 1	Records documenting the processing of an investigation Disposition Authority Number DAA-0064-2011-0003-0002
2 2	Basic employee record documenting the conduct of an NAC and updates Disposition Authority Number DAA-0064-2011-0003-0003

Records Schedule Items

Sequence Number	
1	For employees holding security clearances of secret and above
1 1	Basic employee record documenting the holding of the security clearance
	Disposition Authority Number DAA-0064-2011-0003-0001
	Logical record containing data documenting the fact that an employee holds a security clearance
	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 Destroy 10 years after employee separates from agency
	Additional Information
	GAO Approval Not Required
2	For employees who do not hold a security clearance but had an NAC conducted
2 1	Records documenting the processing of an investigation
	Disposition Authority Number DAA-0064-2011-0003-0002
	Logical record containing data that documents the processing of an NAC investigation
	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

2.2

Do any of the records covered by this item exist as structured electronic data?	Yes
Disposition Instruction	
Retention Period	Destroy upon employee separation from agency
Additional Information	
GAO Approval	Not Required
Basic employee record documenting the conduct of an NAC and updates	
Disposition Authority Number	DAA-0064-2011-0003-0003
Logical record documenting the conduct of an NAC and subsequent updates	
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	Destroy 10 years after employee separates from agency
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
04/27/2011	Certify	Richard Marcus	Records Officer	Office of Information Services - Records management Staff
07/20/2011	Submit for Concurrency	Erin Cayce	Appraiser	National Records Management Program - Records Management Services
07/28/2011	Concur	Julie Reaves	for	National Archives and Records Administration - National Records Management Program
08/01/2011	Concur	Julie Reaves	for	National Archives and Records Administration - National Records Management Program
08/01/2011	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist