

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER <i>NI-064-08-6</i>	
To: NATIONAL ARCHIVES AND RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received <i>1/11/07</i>	
1 FROM (Agency or establishment) National Archives and Records Administration		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
2 MAJOR SUBDIVISION Office of Administration			
3 MINOR SUBDIVISION Space & Security Management Division			
4. NAME OF PERSON WITH WHOM TO CONFER Laurence C. Patlen	5. TELEPHONE NUMBER 301-837-2038	DATE <i>4/10/08</i>	ARCHIVIST OF THE UNITED STATES <i>Allen Lambert</i>
6 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 on the attached <u> 1 </u> page(s) are not needed now for the business for 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, <input checked="" type="checkbox"/> is not required <input type="checkbox"/> is attached, or <input type="checkbox"/> has been requested			
DATE JAN 11 2008	SIGNATURE OF AGENCY REPRESENTATIVE <i>Laurence C. Patlen</i>		TITLE NARA Records Officer
7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	Physical Access Control System (PACS) (See attached page)		
<i>SA 4/10/08 copies sent to Agency, NRMW, NR</i>			

PHYSICAL ACCESS CONTROL SYSTEM (PACS)

PACS is an automated system that provides the appropriate individuals access to areas in NARA facilities (currently only in Archives II). Access cards (i.e. a card key) must be placed on an electronic card reader which will record identifying data and automatically unlock the entrance / exit door if the pass is active and access is authorized. The PACS database contains personally identifiable information on those individuals authorized to hold passes, and activity data on an individual's entry and exit through authorized areas with an access card.

Item

1. Profile Data

Personally identifiable information on cardholders, including name, badge number, physical description, and other personally identifiable information as required by HSPD-12 and NARA directives.

Disposition: Delete individual's profile 1 year after separation from agency.

2. Badging and Access Control Activity Data

Records of individuals' entry and exit through authorized areas with an access card. (Includes date, time of entry and departure from each room or area.)

Disposition: Cut off semiannually. Delete 6 months after cutoff.

GRS OR SUPERSEDED JOB CITATION GRS 18, item 17b

3. System Documentation

Files include manufacturer's operations and technical manuals for the software and equipment installed as part of PACS.

Disposition: Destroy when revised or superseded.

4. Disaster Recovery Backup Files.

Backup files consisting of data identical in physical format to the database and kept in case the database is damaged or inadvertently erased.

Disposition: Delete when 60 days old.