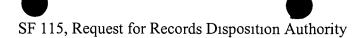
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PHYSICAL ACCESS CONTROL SYSTEM (PACS)

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GRS OR SUPERSEDED JOB CITATION GRS 18, item 17b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Disposition: Destroy when revised or superseded.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.