

## Request for Records Disposition Authority

Records Schedule Number      DAA-0147-2014-0001

Schedule Status                Approved

Agency or Establishment      Selective Service System

Record Group / Scheduling Group   Records of the Selective Service System, 1940-

Records Schedule applies to    Agency-wide

Schedule Subject                Integrate Mobilization Information Management System (IMIS) and Reserve and National Guard Personnel Records

Internal agency concurrences will be provided      No

Background Information      The Selective Service System is an independent agency of the United States government that maintains information on those potentially subject to military conscription. The statutory mission of the Selective Service is to be prepared to provide trained and untrained personnel to the DoD in the event of a national emergency and to be prepared to implement an alternative service program for registrants classified as conscientious objectors. The agency is governed by the Military Selective Service Act (MSSA) which provides for the common defense by increasing the strength of the Armed Forces of the United States, including the reserve components thereof, and for other purposes. These records are maintained at the National Headquarters Office in Arlington VA.

### Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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

### GAO Approval

## Outline of Records Schedule Items for DAA-0147-2014-0001

Sequence Number	
1	Reserve and National Guard Personnel Records Disposition Authority Number: DAA-0147-2014-0001-0001
2	Integrate Mobilization Information Management System (IMIS Master File) Disposition Authority Number: DAA-0147-2014-0001-0002

## Records Schedule Items

Sequence Number	
1	<p data-bbox="381 426 1045 463"><b>Reserve and National Guard Personnel Records</b></p> <p data-bbox="381 476 1161 513">Disposition Authority Number      DAA-0147-2014-0001-0001</p> <p data-bbox="381 532 1513 754">The purpose of these series of records is to provide information on civilian, Officers and Warrant Officers of the Reserves and National Guard currently assigned to the SSS. The records contain information relating to selection, placement and utilization of military personnel, such as name, rank, Social Security account number, date of birth, physical profile, residence and business addresses, and telephone numbers.</p> <p data-bbox="381 771 938 808">Final Disposition                      Temporary</p> <p data-bbox="381 825 872 862">Item Status                              Active</p> <p data-bbox="381 879 844 916">Is this item media neutral?        Yes</p> <p data-bbox="381 933 844 1056">Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?      Yes</p> <p data-bbox="381 1073 844 1159">Do any of the records covered by this item exist as structured electronic data?                      Yes</p> <p data-bbox="381 1196 687 1233"><b>Disposition Instruction</b></p> <p data-bbox="381 1250 1298 1287">Cutoff Instruction                      Cutoff at the end of the calendar year</p> <p data-bbox="381 1304 1488 1390">Retention Period                      Destroy immediately after one year after separation of military service</p> <p data-bbox="381 1418 687 1455"><b>Additional Information</b></p> <p data-bbox="381 1472 971 1509">GAO Approval                          Not Required</p>
2	<p data-bbox="381 1526 1394 1563"><b>Integrate Mobilization Information Management System (IMIS Master File)</b></p> <p data-bbox="381 1580 1166 1617">Disposition Authority Number      DAA-0147-2014-0001-0002</p> <p data-bbox="381 1634 1513 1849">This system is used to verify payment information for force officers assigned to the agency. Records includes full name of the individual, date of birth, selective service number (if available), mailing address, payment information, financial reports and reimbursements. Documents are scanned into this system for computer-based storage and shared with the National Business Center in Denver, Colorado. This system has some PII information unique solely to the system.</p> <p data-bbox="381 1867 938 1903">Final Disposition                      Temporary</p> <p data-bbox="381 1920 872 1957">Item Status                              Active</p>

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**

Manual Citation	Manual Title
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**Disposition Instruction**

Cutoff Instruction **Cutoff at the end of the calendar year.**

Retention Period **Destroy immediately after employee is no longer assigned to selective service system**

**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
05/08/2014	Certify	BettyLou Wingo	Management Analyst	Selective Service System - Public and Inter-governmental affairs
11/06/2014	Submit for Concurrence	Tony Williams	Appraiser	National Archives and Records Administration - Records Management Services
12/08/2014	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - Records Management Services
12/08/2014	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
12/10/2014	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist