

Request for Records Disposition Authority

Records Schedule Number DAA-0147-2014-0001

Schedule Status Modified Approved Version

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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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="342 380 1029 411">Reserve and National Guard Personnel Records</p> <p data-bbox="342 432 1149 464">Disposition Authority Number DAA-0147-2014-0001-0001</p> <p data-bbox="342 485 1520 709">The purpose of these series of records is to provide information on civilian, including Civilian Board Members, 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="342 730 915 762">Final Disposition Temporary</p> <p data-bbox="342 783 850 814">Item Status Active</p> <p data-bbox="342 835 818 867">Is this item media neutral? Yes</p> <p data-bbox="342 888 818 1014">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="342 1035 818 1129">Do any of the records covered by this item exist as structured electronic data? Yes</p> <p data-bbox="342 1161 659 1192">Disposition Instruction</p> <p data-bbox="342 1224 1520 1297">Cutoff Instruction Cutoff at the end of the calendar year in which civilian or military service ends</p> <p data-bbox="342 1318 1487 1392">Retention Period Destroy immediately after one year after separation of military service or other service</p> <p data-bbox="342 1423 656 1455">Additional Information</p> <p data-bbox="342 1486 948 1518">GAO Approval Not Required</p>
2	<p data-bbox="342 1539 1390 1570">Integrate Mobilization Information Management System (IMIS Master File)</p> <p data-bbox="342 1591 1154 1623">Disposition Authority Number DAA-0147-2014-0001-0002</p> <p data-bbox="342 1644 1520 1875">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="342 1896 915 1927">Final Disposition Temporary</p>

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**

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