

INACTIVE – ALL ITEMS SUPERSEDED

Request for Records Disposition Authority

Records Schedule Number DAA-0180-2013-0001
Schedule Status Modified Approved Version

Agency or Establishment Commodity Futures Trading Commission
Record Group / Scheduling Group Records of the Commodity Futures Trading Commission
Records Schedule applies to Major Subdivision
Major Subdivision Office of the Executive Director
Minor Subdivision Logistics and Operations
Schedule Subject Visitant System
Internal agency concurrences will be provided No

Background Information

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
1	0	1	0

GAO Approval

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Outline of Records Schedule Items for DAA-0180-2013-0001

Sequence Number

1

Visitant System Data

Disposition Authority Number: DAA-0180-2013-0001-0001

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Records Schedule Items

Sequence Number	
1	<p data-bbox="342 380 643 411">Visitant System Data</p> <p data-bbox="342 432 1149 464">Disposition Authority Number DAA-0180-2013-0001-0001</p> <p data-bbox="342 489 1505 789">The Visitant System is used to verify visitor identity, record the time and date of visits, and generate badges for visitors to the CFTC's Washington DC offices. Data in the Visitant System includes the printed badge number; visitor's name and company affiliation; location, date, and time of entry; name and phone number of CFTC staff person visited; and image of the driver's license, passport, federal/ military ID, or other form of identification provided by the visitor. The current process for issuing visitor badges at the Washington DC offices will be changed and the Visitant System will no longer be used in the new process.</p> <p data-bbox="342 810 915 842">Final Disposition Temporary</p> <p data-bbox="342 863 873 894">Item Status Inactive</p> <p data-bbox="342 915 818 947">Is this item media neutral? Yes</p> <p data-bbox="342 968 818 1094">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 1115 818 1209">Do any of the records covered by this item exist as structured electronic data? Yes</p> <p data-bbox="342 1230 1016 1283">GRS or Superseded Authority Citation GRS 18, Item 17b</p> <p data-bbox="342 1304 1479 1419">Inactive Status Explanation This item is inactive because it was superseded by New Disposition Authority Number: DAA-GRS-2017-0006-00015</p> <p data-bbox="342 1451 659 1482">Disposition Instruction</p> <p data-bbox="342 1514 1422 1661">Retention Period Destroy Visitant System data immediately after current process for issuing visitor badges is superseded by the new process that no longer involves the Visitant System.</p> <p data-bbox="342 1703 656 1734">Additional Information</p> <p data-bbox="342 1755 948 1787">GAO Approval Not Required</p>

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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
10/22/2012	Certify	Crystal Zeh	Records Management Officer	Commodity Futures Trading Commission - Commodity Futures Trading Commission
01/16/2015	Submit for Concurrence	Lauren Crisler	Appraiser	National Archives and Records Administration - Records Management Services
01/20/2015	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - Records Management Services
01/20/2015	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
01/21/2015	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist