

Request for Records Disposition Authority

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

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of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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

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

Sequence Number

1

Visitant System Data

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

Records Schedule Items

Sequence Number	
1	<p data-bbox="373 421 662 453">Visitant System Data</p> <p data-bbox="373 470 1153 502">Disposition Authority Number DAA-0180-2013-0001-0001</p> <p data-bbox="373 519 1485 815">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="373 832 930 863">Final Disposition Temporary</p> <p data-bbox="373 880 865 912">Item Status Active</p> <p data-bbox="373 929 836 961">Is this item media neutral? Yes</p> <p data-bbox="373 978 836 1115">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="373 1132 836 1221">Do any of the records covered by this item exist as structured electronic data? Yes</p> <p data-bbox="373 1238 1031 1300">GRS or Superseded Authority Citation GRS 18, Item 17b</p> <p data-bbox="373 1338 683 1370">Disposition Instruction</p> <p data-bbox="373 1387 1425 1538">Retention Period Destroy Visitant System data immediately after current process for issuing visitor badges is superseded by the new process that no longer involves the Visitant System.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="373 1576 683 1608">Additional Information</p> <p data-bbox="373 1625 969 1657">GAO Approval Not Required</p>

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