

## Request for Records Disposition Authority

Records Schedule Number: DAA-0478-2012-0004  
 Schedule Status: Returned Without Action  
 Agency or Establishment: Office of Personnel Management  
 Record Group / Scheduling Group: Records of the Office of Personnel Management  
 Records Schedule Applies to: Major Subdivision  
 Major Subdivision: Federal Investigative Services  
 Schedule Subject: OPM Personnel Investigations Processing System (PIPS) Imaging System (OPIS)  
 Internal agency concurrences will be provided: No

Background Information: The Office of Personnel Management (OPM), Federal Investigative Services (FIS), Technical Services (TS), OPM Personnel Investigations Processing System (PIPS) Imaging System (OPIS) is a combination of hardware and software products that provides the Federal Investigative Services (FIS) users with the ability to create, process and produce electronic artifacts (graphical representation of a document) for background investigation processing. This environment, when combined with PIPS, allows FIS personnel to electronically retrieve case information that was previously only available in paper. The primary focus of OPIS is to provide imaging services in the form of a document conversion component and image retrieval component. OPIS, as the imaging component of PIPS, stores background case information in the form of Tagged Image File Format (TIFF), Portable Document Format (PDF) and eXtensible Markup Language (XML) formats.

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
0	0	0	6

GAO Approval

### Outline of Records Schedule Items for DAA-0478-2012-0004

Sequence Number	
1	Inputs
1.1	FIS/OPM/Federal Forms and Electronic Inputs Disposition Authority Number: DAA-0478-2012-0004-0001
2	Master Files Disposition Authority Number: DAA-0478-2012-0004-0002
3	Outputs Disposition Authority Number: DAA-0478-2012-0004-0003
4	System Documentation Disposition Authority Number: DAA-0478-2012-0004-0004
5	Backup Tapes
5.1	Daily differential incremental Disposition Authority Number: DAA-0478-2012-0004-0005
5.2	Weekly Full backup Disposition Authority Number: DAA-0478-2012-0004-0006

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Records Schedule Items

Sequence Number	
1	<b>Inputs</b>
1.1	<b>FIS/OPM/Federal Forms and Electronic Inputs</b>
	Disposition Authority Number DAA-0478-2012-0004-0001
	Information is input into OPIS from PIPS, eQIP, FWS, and electronically from other agencies (ePRP), and manually scanned into OPIS along with the following forms: INV 40, INV 41, INV 42, INV 43, INV 44, INV 16A and B, SF 86, 86A and C, SF 85, 85P and PS, OF 306
	Final Disposition Temporary
	Item Status Withdrawn
	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
	Disposition Instruction
	Retention Period GRS 20, Items 2B and 2C.
	Additional Information
	GAO Approval Not Required
2	<b>Master Files</b>
	Disposition Authority Number DAA-0478-2012-0004-0002
	Information contained is a. Electronic and paper applications, personnel and security forms or other information completed or supplied by the individual, and the results of personal contacts with the individual. b. Investigative and other record material furnished by Federal agencies, including notices of personnel actions. c. By personal investigation, written inquiry, or computer linkage from sources such as employers, educational institutions, references, neighbors, associates, police departments, courts, credit bureaus, medical records, probation officials, prison officials, newspapers, magazines, periodicals, and other publications.
	Final Disposition Temporary
	Item Status Withdrawn

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	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
	Disposition Instruction	
	Retention Period	Schedule/Job No. N1-478-08-2. Investigations, Item No. 1-4. Disposition 16 years or 25 years
	Additional Information	
	GAO Approval	Not Required
3	Outputs	
	Disposition Authority Number	DAA-0478-2012-0004-0003
	Produces and stores background case information in the form of Tagged Image File Format (TIFF), Portable Document Format (PDF) and eXtensible Markup Language (XML) formats.	
	Final Disposition	Temporary
	Item Status	Withdraw
	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
	Disposition Instruction	
	Retention Period	Schedule/Job No. N1-478-08-2. Investigations, Item No. 1-4. Disposition 16 years or 25 years
	Additional Information	
	GAO Approval	Not Required
4	System Documentation	
	Disposition Authority Number	DAA-0478-2012-0004-0004
	Certification and Accreditation documents, individual user manuals, model descriptors and system data requirements. Data systems specifications, file	

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specifications, codebooks, record layouts, user guides, output specifications, and final reports.

Final Disposition Temporary

Item Status Withdrawn

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? No

Disposition Instruction

Retention Period Destroy or delete when superseded or obsolete, or upon authorized deletion of the related master file or database. (GRS 20, 11a[1])

Additional Information

GAO Approval Not Required

Backup Tapes

Daily differential incremental

Disposition Authority Number DAA-0478-2012-0004-0005

Final Disposition Temporary

Item Status Withdrawn

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? No

Disposition Instruction

Retention Period Destroy or delete when superseded by a full backup, or when no longer needed for system restoration, whichever is later. GRS 24, 4a2.

Additional Information

GAO Approval Not Required

Weekly Full back up

Disposition Authority Number DAA-0478-2012-0004-0006

Final Disposition Temporary

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5.1

5.2

Item Status	Withdrawn
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?	No
Disposition Instruction	
Retention Period	Destroy or delete when second back up is verified as successful or when no longer needed for system restoration, administrative, legal or other audit purposes, whichever is later. GRS 24, 4a1.
Additional Information	
GAO Approval	Not Required

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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
08/09/2012	Certify	Tanya Bennett	Chief of Records Management and Data Policy	Office of the Chief Information Officer - Records Management and Data Policy
07/31/2014	Returned Without Action	Sebastian Welch	Appraiser	National Archives and Records Administration - Records Management Services

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