

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER N1-478-11-8	
To NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received 7/20/11	
1 FROM (Agency or establishment) Office of Personnel Management		NOTIFICATION TO AGENCY In accordance with the provisions of 44 U.S.C. 3303a, the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
2 MAJOR SUBDIVISION Office of the Chief Information Officer			
3 MINOR SUBDIVISION Federal Investigative Services – OPM PIPS Imaging System (OPIS)			
4 NAME OF PERSON WITH WHOM TO CONFER Robert L Livingston Jr	5 TELEPHONE NUMBER (724) 794-5612	DATE	ARCHIVIST OF THE UNITED STATES WITHDRAWN
6 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 on the attached ___4___ page(s) are not needed now for the business for this agency or will not be needed after the retention periods specified, and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies,			
<input checked="" type="checkbox"/> is not required <input type="checkbox"/> is attached, or <input type="checkbox"/> has been requested			
DATE 7-19-11	SIGNATURE OF AGENCY REPRESENTATIVE <i>Patricia Capers</i> Patricia Capers		TITLE Records Officer
7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	 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. 		

WITHDRAWN

ITEM #	TITLE/DESCRIPTION	RETENTION & DISPOSITION
1	<p>INPUTS.</p> <p>OPM Personnel Investigations Processing System (PIPS)</p>	<p>System TEMPORARY</p> <p>20 yrs</p> <p>Records TEMPORARY</p> <p>The electronic information retention schedule is in accordance with the approved retention schedule for Electronic Records, General Records Schedule (GRS) 20, Items B and C The paper document retention schedule applied is the OPM Records Management Handbook 3 RET 01</p>
2	<p>MASTER FILES.</p> <p>The OPIS archive consists of electronic artifacts (documents) that relate to specific results of investigative inquiries during the process of conducting the background investigation The system (OPIS) does not participate in the collection or dissemination of background investigation information but does allow the storage and usage of information from PIPS These electronic artifacts fall into the following general categories of information:</p> <ul style="list-style-type: none"> • FIS/OPM/Federal Forms – FIS uses a variety of internal, OPM and standard forms for the collection of information necessary to perform and conduct a background investigation to include <ul style="list-style-type: none"> ○ INV 40 ○ INV 41 ○ INV42 ○ INV43 	<p>System TEMPORARY.</p> <p>Destroy or delete when superseded or obsolete or 20 yrs whichever comes first.</p> <p>Records TEMPORARY</p> <p>Schedule/Job No N1-478-08-2 Investigations, Item No 1-4 Disposition 16 years or 25 years</p>

WITHDRAWN

	<ul style="list-style-type: none"> ○ INV 44 ○ INV 16A and B ○ SF 86 ○ SF 85 <ul style="list-style-type: none"> ● Agency Records – FIS maintains records obtained from other agency records repositories. These records are maintained for the life of the investigation record or may be purged based upon the agreement with the other federal agency. ● Investigative Inquiries – Investigative Results stemming from inquiries that are sent to specific entities through mail to obtain or verify information concerning the subject's activities such as employment, residence, education history, criminal history, etc. ● FIS Field Work (Report of Investigations) – Artifacts collected by FIS field entities from interviews and record checks. <p>Some necessary index information is collected from PIPS and/or system users to associate the electronic artifact to the proper background investigation in PIPS. These key Personal Identifiers are</p> <ul style="list-style-type: none"> ● PIPS Case Serial Number (CSN) ● Subject Name (First and Last) ● Subject Social Security Number (SSN) ● Subject Date of Birth (DOB) 	
3	<p>OUTPUTS.</p> <p>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</p>	<p>Records TEMPORARY.</p> <p>Schedule/Job No N1-478-08-2 Investigations, Item No 1-4 Disposition 16 years or 25 years</p>

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4	<p>SYSTEM DOCUMENTATION.</p> <p>Certification and Accreditation documents, individual user manuals, model descriptors and system data requirements Data systems specifications, file specifications, codebooks, record layouts, user guides, output specifications, and final reports</p>	<p>TEMPORARY.</p> <p>Destroy or delete when superseded or obsolete, or upon authorized deletion of the related master file or database (GRS 20, 11a[1])</p>
5	<p>BACKUP TAPES.</p> <p>Daily Incremental (NetBackup 'differential incremental') on a daily basis, Monday through Thursday.</p> <p>Weekly Full back up on Friday</p>	<p>TEMPORARY.</p> <p>(A) Destroy or delete when superseded by a full backup, or when no longer needed for system restoration, whichever is later GRS 24, 4a2</p> <p>(B) 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</p>

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