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NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
Request for Records Disposition Authority

Records Schedule: **DAA-0562-2013-0003**

Request for Records Disposition Authority

Records Schedule Number DAA-0562-2013-0003
Schedule Status Returned Without Action

Agency or Establishment Court Services and Offenders Supervision Agency
Record Group / Scheduling Group Records of the Court Services and Offender Supervision Agency for the District of Columbia

Records Schedule applies to Agency-wide
Schedule Subject Personnel Security Information System (PSIS)

Internal agency concurrences will be provided No

Background Information PSIS is a tool for CSOSA Security staff to enter, manage, maintain and track the work involved with processing employee and contractor security clearances using the general support system architecture for networking capabilities, access by workstations, and printing.

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of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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

GAO Approval

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Records Schedule: **DAA-0562-2013-0003**

Outline of Records Schedule Items for DAA-0562-2013-0003

Sequence Number

1

Master File

Disposition Authority Number: DAA-0562-2013-0003-0001

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Records Schedule: **DAA-0562-2013-0003**

Records Schedule Items

Sequence Number	
1	<p>Master File</p> <p>Disposition Authority Number DAA-0562-2013-0003-0001</p> <p>Data consist of clearance process from FBI fingerprints, OPM background investigation information, and credit bureaus.</p> <p>Final Disposition Temporary</p> <p>Item Status Withdrawn</p> <p>Is this item media neutral? Yes</p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No</p> <p>Disposition Instruction</p> <p>Retention Period Destroy 5 year(s) after the response has been issued or transfer of employee.</p> <p>Additional Information</p> <p>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
12/17/2015	Certify	Darice Lee	Records Officer	Office of Director - Office of General Counsel
12/28/2015	Return Without Action	Rania Mahmoud	Appraisal Archivist	National Archives and Records Administration - Records Management Services

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