

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0446-2024-0002

Status: APPROVED
Date Approved: 04/14/2026

General Information

Agency or Establishment	Defense Counterintelligence and Security Agency
Record/Scheduling Group	0446 - Records of the Defense Security Service
Records Schedule Applies To	Agency-wide
Schedule Subject	Fingerprint Transaction System
Additional Schedule Information	<p>This disposition authority reschedules records from the OPM schedule DAA-0478-2012-0003 Fingerprint Transaction System, under the Defense Counterintelligence and Security Agency (DCSA).</p> <p>Fingerprint Transaction System (FTS) provides federal agencies the ability to submit both electronic and hard card fingerprints converted to an electronic fingerprint file (EFP) to Background Investigations Enterprise Systems (BIES). Fingerprints are sent to the Criminal Justice Information Services (CJIS) Division of the Federal Bureau of Investigations (FBI) and results are returned to DCSA.</p>
Is There a Classified Version of This Schedule?	No
Is consultation and coordination with Tribal Governments required?	No - the records covered by this schedule do not implicate Tribal interests

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Item Count

Total number of disposition items: 2

Number of Temporary disposition items: 2

Number of Permanent disposition items: 0

Number of Items with Disposition Not Approved: 0

Number of Inactive disposition items: 0

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Records Schedule Number: DAA-0446-2024-0002

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Outline of Records Schedule Items for DAA-0446-2024-0002

Item #	Title	Disposition
0001	Electronic Inputs	Temporary
0002	Master Files	Temporary

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Records Schedule Number: DAA-0446-2024-0002

Status: APPROVED
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Records Schedule Items

DAA-0446-2024-0002-0001		STATUS: Active
ITEM GENERAL INFORMATION		
Item Title	Electronic Inputs	
Item Description	<p>FTS receives electronic fingerprint submissions from federal agencies and DoD industry via the Secure Web Fingerprint Transmission System (SWFT) via a secured Virtual Private Network (VPN) connection. The system also receives direct federal agency submissions via site-to-site Virtual Private Network (VPN) connections that are being decommissioned. FTS accepts electronic fingerprint file (efp) submissions captured with approved FBI hardware/software and formatting in accordance with FBI Electronic Biometric Transmission Specification (EBTS) standards. Submissions to FTS are transmitted to the Criminal Justice Information Services (CJIS) Division of the FBI for processing.</p>	
Is this item media neutral?	Yes	
Is this item a Big Bucket?	No	
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS		
Does this item supersede existing disposition authorities?	Yes	
	Superseded Items	
Superseded Item	Item Superseded in Part?	Explanation
DAA-0478-2012-0003-0001	No	
Is this item a deviation from the GRS?	No	
DISPOSITION INSTRUCTION		
Final Disposition	Temporary	
Cutoff Instructions	Cut off when confirmed submission to FBI-CJIS	
Retention Period	Other: Destroy 120 days after cutoff.	
ADDITIONAL INFORMATION		
Are any of the records covered by this item national security classified?	No	
GAO Approval Required	No	

DAA-0446-2024-0002-0002	STATUS: Active
ITEM GENERAL INFORMATION	

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Item Title	Master Files	
Item Description	Subject fingerprints, demographic data and results of identification check from FBI and CJIS responses	
Is this item media neutral?	Yes	
Is this item a Big Bucket?	No	
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS		
Does this item supersede existing disposition authorities?	Yes	
	Superseded Items	
Superseded Item	Item Superseded in Part?	Explanation
DAA-0478-2012-0003-0004	No	
Is this item a deviation from the GRS?	No	
DISPOSITION INSTRUCTION		
Final Disposition	Temporary	
Cutoff Instructions	Cut off after confirmed submission to FBI-CJIS	
Retention Period	Other: Destroy 120 days after cutoff.	
ADDITIONAL INFORMATION		
Are any of the records covered by this item national security classified?	No	
GAO Approval Required	No	

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Signatory Information

Action	User	Date
Approve	Edward Forst (Acting Archivist)	04/14/2026



Office of the Chief
Records Officer for the
U.S. Government

This schedule was signed outside of the ERA system using Standard Form 115.

NARA staff updated ERA to reflect this approval, moving the record schedule into an approved status. The approved status allows for generation of a PDF indicating that the schedule has been approved, and allows an agency to use the schedule in ERA to create transfer requests. The approved date in the system and on the PDF version of the records schedule reflects the system actions.