

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0478-2012-0003

Status: INACTIVE
Date Approved: 02/26/2013

General Information

Agency or Establishment	Office of Personnel Management
Record/Scheduling Group	0478 - Records of the Office of Personnel Management
Records Schedule Applies To	Agency Subdivision
Major Subdivision	Federal Investigative Services
Schedule Subject	Fingerprint Transaction System
Additional Schedule Information	The Office of Personnel Management's (OPM) Federal Investigative Services (FIS) Fingerprint Transaction System (FTS) supports background investigations of federal employees, contractors, military personnel, etc. by providing electronic fingerprint images to the Criminal Justice Information Services (CJIS) Division of the Federal Bureau of Investigations (FBI) via OPM's Federal Investigations Processing Center (FIPC) in Boyers, PA. The U.S. Office of Personnel Management (OPM) Federal Investigative Services (FIS) organization required improved efficiency in performing background investigations by utilizing new technologies to capture and transmit fingerprint images and demographic data electronically
Is There a Classified Version of This Schedule?	No
Is consultation and coordination with Tribal Governments required?	Predate requirement

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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: 2

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Outline of Records Schedule Items for DAA-0478-2012-0003

Item #	Title	Disposition
0001	INPUTS : Electronic Inputs	Temporary
0004	Master Files	Temporary

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Records Schedule Items

Group Title	INPUTS
DAA-0478-2012-0003-0001	STATUS: INACTIVE - NOT FOR USE
ITEM GENERAL INFORMATION	
Item Title	Electronic Inputs
Item Description	OPM provides a site-to-site Virtual Private Network (VPN) and dial-up connections to enable customers, i.e., federal agencies, to send electronic fingerprint transmissions to the OPM FTS using the Internet. The FTS is designed to accept electronic submissions from any FBI-approved LiveScan unit configured for electronic transmission to OPM. Once the fingerprints are received in the OPM FTS, and then the information is transmitted to the Criminal Justice Information Services (CJIS) Division of the FBI.
Is this item media neutral?	Yes
Is this item a Big Bucket?	
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS	
Does this item supersede existing disposition authorities?	No
Is this item a deviation from the GRS?	No
DISPOSITION INSTRUCTION	
DO NOT USE. This item is inactive because it was superseded by New Disposition Authority Number: DAA-0446-2024-0002-0001 on 04/14/2026.	
Final Disposition	Temporary
Retention Period	Other: Delete when data has been imported into master file or database and verified, or when no longer required to support reconstruction of, or serve as backup to, master file or database, which ever is later. These are inputs received from other agencies as part of interagency agreements and are excluded from GRS 20/2c.
ADDITIONAL INFORMATION	
Are any of the records covered by this item national security classified?	
GAO Approval Required	No

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DAA-0478-2012-0003-0004		STATUS: INACTIVE - NOT FOR USE
ITEM GENERAL INFORMATION		
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?		
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS		
Does this item supersede existing disposition authorities?	No	
Is this item a deviation from the GRS?	No	
DISPOSITION INSTRUCTION		
DO NOT USE. This item is inactive because it was superseded by New Disposition Authority Number: DAA-0446-2024-0002-0002 on 04/14/2026.		
Final Disposition	Temporary	
Retention Period	Other: Destroy or delete 30 days following case closing.	
ADDITIONAL INFORMATION		
Are any of the records covered by this item national security classified?		
GAO Approval Required	No	

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Signatory Information

Action	User	Date
Approve	David Ferriero	02/26/2013