REQUEST FOR RECORDS DISPOSITION AUTHORITY

JOB NUMBER	NI-572-09-3
Date received	9/29/09

To   NATIONAL ARCHIVES & RECORDS ADMINISTRATION
8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001

1   FROM (Agency or establishment)
United States Department of Agriculture
Rural Development
Operations and Management
SSD STOP 0742
1400 Independence Ave , SW
Washington, DC 20250-0742

2   MAJOR SUBDIVISION
Rural Housing Service

3   MINOR SUBDIVISION
Fingerprint Information System (FIS)

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10

4 NAME OF PERSON WITH WHOM TO CONFER	5 TELEPHONE NUMBER	DATE	ARCHIVIST OF THE UNITED STATES
Andrea R Jenkins
Andrea.Jenkins@wdc usda gov	202 692-0029	10 Jan 12	

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 ___1___ 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,

☒ is not required   ☐ is attached,   or   ☐ has been requested

| DATE 09/10/09 | SIGNATURE OF AGENCY REPRESENTATIVE
Andrea R Jenkins | TITLE Rural Development Records Officer |
|---|---|---|

7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	U S Department of Agriculture
Rural Development
Record Group 572

Electronic Information System – Fingerprint Information System (see attached) | | |

115-109   PREVIOUS EDITION NOT USABLE   **STANDARD FORM 115** (REV 3-91)
Prescribed by NARA 36 CFR 1228

Rural Development

Fingerprint Identification System (FIS)

The Fingerprint Identification System (FIS) is a satellite system of the Department of Justice (DOJ) Civil Applicant System (CAS) that enables RD staffs to electronically capture civil applicant fingerprints and biographical data and to transmit the data to the Federal Bureau of Investigation's (FBI) Integrated Automated Fingerprint Identification System (IAFIS) via the CAS satellite system, as part of the background investigations of new/candidate Department employees, political appointees, and contractor personnel

Item 1 Inputs: Preferred Candidate Background Investigation Fingerprints

a) Manual/Digital Entry of Fingerprints and Biographical Information
Preferred candidates/contractors who undergoing background investigations within the Saint Louis area Prints are taken and digitized in St. Louis and biographical information is obtained from the candidate at the time the prints are taken, e g , eye color, hair color, height, weight, birthdate, social security number, address, etc

*Does not need to be scheduled

b) SF87 Fingerprint Chart
Preferred candidates/contractors who require background investigations that are located outside the Saint Louis area The State Human Resources Office submits manual prints on the SF-87, fingerprint chart, to Saint Louis The SF87 is an OPM-sponsored form intended for use when collecting fingerprints from federal civilian employees and military personnel Saint Louis then scans the SF-87s into the digital system Biographical data obtained from the SF-87, e g eye color, hair color, height, weight, birthdate, social security number, address, etc is manually input from the form

> Disposition **TEMPORARY.** Destroy after the information has been converted to an electronic medium and verified, when no longer needed for legal or audit purposes or to support the reconstruction of or serve as a backup to the electronic records, or (applicable to permanent records only) 60 days after NARA has been provided the notification required by 36 CFR 1225 24(a)(1), whichever is later. (GRS 20, item 2a(4))

Item 2 Master File: Fingerprint Identification System

The master file contains data on preferred candidates/contractors The types of data in the master file include fingerprints, eye color, hair color, height, weight, birthdate, social security number, address, etc for each candidate/contractor The purpose of the system is to allow the agency to transmit data to DOJ CAS, which in turn sends the data to the FBI's IAFIS system in order to run a criminal history check

> Disposition **TEMPORARY.** Cutoff when criminal history check report is received Destroy/Delete in month in which cutoff occurs

Item 3 Criminal History Check Reports

The FIS system sends the preferred candidates information to the DOJ CAS system, which then transmits the information and history check request to the FBI's IAFIS system The IAFIS system returns a report back through the CAS system and into the FIS system This report is then used to complete a suitability determination on the preferred candidate/contractor

> Disposition **TEMPORARY.** Destroy in accordance with the investigating agency instructions (GRS 18, item 22(b)) [FBI IAFIS Schedule, N1-65-04-5 item C, Delete/destroy when superseded, obsolete, or no longer needed for reference]

System Documentation

Item 4 System Documentation

> Disposition **TEMPORARY.** Destroy or delete upon authorized deletion of the related electronic records or upon the destruction of the output of the system if the output is needed to protect legal rights, whichever is later (GRS 20, Item 11a1)