

REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse)	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408	
1 FROM (Agency or establishment) DEPARTMENT OF JUSTICE	
2 MAJOR SUBDIVISION OFFICE OF JUSTICE PROGRAMS	
3 MINOR SUBDIVISION HUMAN RESOURCES DIVISION	
4 NAME OF PERSON WITH WHOM TO CONFER Martha A/ Jackson	5 TELEPHONE (202) 616 - 9457

LEAVE BLANK (NARA use only)	
JOB NUMBER <i>NI-423-09-1</i>	
DATE RECEIVED <i>6/26/09</i>	
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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
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	WITHDRAWN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 _____ page(s) are not now needed for the business of 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 <i>6/26/09</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>John Harpe</i>	TITLE Associate Director for Administration
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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	Security Activities Reporting System (SARS) - See Attached		WITHDRAWN

Erin Cayce -
Revision Draft
4/12/2010

The Security Activities Reporting System (SARS) is the application utilization by the Office of Justice Programs (OJP) Human Resources Division, to monitor and track security investigations and its processes relating to background investigations for all its staff, both Federal and contractual. One record is created for each contractor and/or Federal employee per job entry. Upon separation from the agency, the record is deactivated.

This system does not support any other systems within the OJP.

~~WITHDRAWN~~

1. Inputs

Manual inputs from hard copy security forms are input by Personnel security staff. (Daily/Weekly/Ad Hoc) downloads are received from the Office of Personnel Management Personnel Investigation Processing System (PIPS) and the National Finance Center (NFC).

DISPOSITION TEMPORARY Delete/destroy when verified in the master file or when no longer needed to support the reconstruction of or serve as backup to the master file, whichever is later (GRS 20.2(b))

2. Master File

The master file records the name of the Federal employee or contract under investigation, their date of birth and social security number, the type of background investigation initiated and the date of initiation.

The paper files, which are considered the record copy of employee background investigations, are covered by GRS 18 22a.

DISPOSITION TEMPORARY Destroy when superseded or obsolete (GRS 18 23)

3. Outputs

The system generates (ad hoc reports) on _____.

DISPOSITION TEMPORARY Delete/destroy when superseded, obsolete, or upon transfer or separation of related individual.

4. System Documentation

User manuals and system compliance and certification.

DISPOSITION TEMPORARY. Delete/destroy 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 11(a)(1))

- 4/12/2010 - Provided draft revision to OSP RM + RO - no action taken
- 7/20/2011 - Appraisal meeting held again, OSP took draft, again
- 10/25/2011 - Given Prog Office contact - go direct to PO

- 11/9/2011 - sent draft to Prog. office for review
- 2/22/12 - OSP RM - have not heard back from Prog Office