

Request for Records Disposition Authority

Records Schedule Number DAA-0059-2011-0016
Schedule Status Approved
Agency or Establishment Department of State
Record Group / Scheduling Group General Records of the Department of State
Records Schedule applies to Major Subdivision
Major Subdivision Bureau of Diplomatic Security
Minor Subdivision Office of Information Security
Schedule Subject Office of Information Security Records (DS/SI/IS)
Internal agency concurrences will be provided No

Background Information

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
6	0	6	0

GAO Approval

Outline of Records Schedule Items for DAA-0059-2011-0016

Sequence Number	
1	Visitor Authorization Request (VARs) Files Disposition Authority Number DAA-0059-2011-0016-0001
2	Sensitive Compartmented Information Facilities (SCIFs) Files Disposition Authority Number DAA-0059-2011-0016-0002
3	Security Incident Tracking System (SECINTS)
3.1	Master File Disposition Authority Number DAA-0059-2011-0016-0003
4	DD Form 254 Database
4.1	Master File Disposition Authority Number DAA-0059-2011-0016-0004
5	Contractor SCI Access Request Files Disposition Authority Number DAA-0059-2011-0016-0005
6	Contractor Personnel Security Action File Disposition Authority Number DAA-0059-2011-0016-0006

Records Schedule Items

Sequence Number	
1	<p>Visitor Authorization Request (VARs) Files</p> <p>Disposition Authority Number DAA-0059-2011-0016-0001</p> <p>Contains letters from company security officers with a copy of clearance documentation from Defense Security Service on any contractor working at or traveling to a DOS location domestically and overseas Filed by company name, data is input into the Visitors Security Clearance Tracking System (VSCTS) Also includes sample Visit Authorization Request (VARs), correspondence regarding DoD clearance actions and supporting documentation regarding contract/ Contracting Officer's Representatives (CORs)</p> <p>Final Disposition Temporary</p> <p>Item Status Active</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 2 year(s) after VAR expiration date</p> <p>Additional Information</p> <p>GAO Approval Not Required</p>
2	<p>Sensitive Compartmented Information Facilities (SCIFs) Files</p> <p>Disposition Authority Number DAA-0059-2011-0016-0002</p> <p>Consists of documentation on the approval, creation, and maintenance of Sensitive Compartmented Information Facilities (SCIF) Includes the physical description and security for the facility, Fixed Facility Checklists (FFC), Requests from interdepartmental bureaus to establish a SCIF, Correspondence to accept requests, SCIF floor plans and drawings, Periodic security reviews and Technical Security Countermeasures</p> <p>Final Disposition Temporary</p> <p>Item Status Active</p> <p>Is this item media neutral? Yes</p> <p>Do any of the records covered by this item currently exist in</p>

electronic format(s) other than e-mail and word processing?

Disposition Instruction

Retention Period **Destroy 2 year(s) after de-accreditation**

Additional Information

GAO Approval **Not Required**

Security Incident Tracking System (SECINTS)

Master File

Disposition Authority Number **DAA-0059-2011-0016-0003**

Security incident history tracking database for all DOS employees and tenant agencies Contains type of incident, location, description, actions taken, etc since 1970

Final Disposition **Temporary**

Item Status **Active**

Is this item media neutral? **Yes**

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? **Yes**

Do any of the records covered by this item exist as structured electronic data? **Yes**

Disposition Instruction

Retention Period **Destroy 70 year(s) after last incident**

Additional Information

GAO Approval **Not Required**

DD Form 254 Database

Master File

Disposition Authority Number **DAA-0059-2011-0016-0004**

Contains data extracted from forms DD Form 254 (Contract Security Classification) issued to companies and contracts since 1990s

Final Disposition **Temporary**

Item Status **Active**

Is this item media neutral? **Yes**

3

3.1

4

4.1

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? **Yes**

Do any of the records covered by this item exist as structured electronic data? **Yes**

Disposition Instruction

Retention Period **Destroy 20 year(s) after close of contract**

Additional Information

GAO Approval **Not Required**

Contractor SCI Access Request Files

Disposition Authority Number **DAA-0059-2011-0016-0005**

Request for Sensitive Compartmented Information (SCI) access for contractors includes letters from contracting firms, current VARs, clearance requests, and memoranda from CORs Filed by company name

Final Disposition **Temporary**

Item Status **Active**

Is this item media neutral? **Yes**

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? **No**

Disposition Instruction

Retention Period **Destroy after final decision**

Additional Information

GAO Approval **Not Required**

Contractor Personnel Security Action File

Disposition Authority Number **DAA-0059-2011-0016-0006**

Contains correspondence concerning requests for security clearances or public trust determinations for contractors

Final Disposition **Temporary**

Item Status **Active**

Is this item media neutral? **Yes**

Do any of the records covered by this item currently exist in **No**

electronic format(s) other than e-mail and word processing?

Disposition Instruction

Retention Period

Destroy after final decision

Additional Information

GAO Approval

Not Required

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
09/22/2011	Certify	Tasha Thian	Agency Records Officer	A/GIS - A/GIS/IPS/RA
04/17/2012	Return for Revision	Ryan Morrone	Appraiser	National Archives and Records Administration - Records Management Services
04/27/2012	Submit For Certification	Shelia Prince	Program Analyst	A/GIS - A/GIS/IPS/RA
04/30/2012	Certify	Tasha Thian	Agency Records Officer	A/GIS - A/GIS/IPS/RA
07/18/2012	Submit for Concurrence	Ryan Morrone	Appraiser	National Archives and Records Administration - Records Management Services
07/18/2012	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - Records Management Services
07/18/2012	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
07/23/2012	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist