

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION

**RECORDS SCHEDULE**  
**Records Schedule ID: DAA-0064-2011-0003**

<b>Agency or Establishment</b>	<b>Records Schedule Number</b>
National Archives and Records Administration	DAA-0064-2011-0003
<b>Scope</b>	<b>Status</b>
AGENCY_WIDE	AM3 Approved
<b>Person(s) With Whom To Confer</b>	
Richard Marcus, Operations Manager, richard.marcus@nara.gov, 301-837-1942	
<b>Agency Certification</b>	
Richard Marcus, Records Officer, 04/27/2011 Julie Reaves, for, 07/28/2011 Julie Reaves, for, 08/01/2011	
<b>GAO Concurrence Items</b>	
<b>Internal Agency Concurrence Provided</b>	
No	

<b>Schedule Subject</b>
Security Clearance Tracking System (SCTS)

<b>Background Information</b>
The Security Clearance Tracking System manages NARA's clearance process for both NACI and visitor clearances and personnel security clearances. It integrates with OPM's E-Delivery system for the retrieval of completed background investigation information.

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## Outline of Records Schedule Items for DAA-0064-2011-0003

For employees holding security clearances of secret and above

1 Basic employee record documenting the holding of the security clearance

For employees who do not hold a security clearance but had an NAC conducted

2 Records documenting the processing of an investigation

3 Basic employee record documenting the conduct of an NAC and updates

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Records Schedule Items			
Authority #	Title and Description	Disposition Instructions	Additional Information
	<b>For employees holding security clearances of secret and above</b>		
DAA-0064-2011-0003-0001	<p><b>^Basic employee record documenting the holding of the security clearance</b></p> <p>Logical record containing data documenting the fact that an employee holds a security clearance</p>	<p><b>TEMPORARY</b></p> <p><b>Media Neutral</b> Yes</p> <p><b>Retention</b> Destroy 10 years after employee separates from agency</p> <p><b>TRANSFER INFORMATION</b></p>	<p><b>Electronic</b> Yes</p> <p><b>Database</b> Yes</p>
	<b>For employees who do not hold a security clearance but had an NAC conducted</b>		
DAA-0064-2011-0003-0002	<p><b>^Records documenting the processing of an investigation</b></p> <p>Logical record containing data that documents the processing of an NAC investigation</p>	<p><b>TEMPORARY</b></p> <p><b>Media Neutral</b> Yes</p> <p><b>Retention</b> Destroy upon employee separation from agency</p> <p><b>TRANSFER INFORMATION</b></p>	<p><b>Electronic</b> Yes</p> <p><b>Database</b> Yes</p>
DAA-0064-2011-0003-0003	<p><b>^Basic employee record documenting the conduct of an NAC and updates</b></p> <p>Logical record documenting the conduct of an NAC and subsequent updates</p>	<p><b>TEMPORARY</b></p> <p><b>Media Neutral</b> Yes</p> <p><b>Retention</b> Destroy 10 years after employee separates from agency</p> <p><b>TRANSFER INFORMATION</b></p>	<p><b>Electronic</b> Yes</p> <p><b>Database</b> Yes</p>

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Signatory Information				
Date	Action	By	Title	Organization
04/27/2011	Certify	Richard Marcus	Records Officer	National Archives and Records Administration
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				
07/20/2011	Submit for Concurrence	Erin Cayce	Appraiser	National Records Management Program - Records Management Services
07/28/2011	Concur	Julie Reaves	for	National Archives and Records Administration - National Records Management Program
08/01/2011	Concur	Julie Reaves	for	National Archives and Records Administration - National Records Management Program
08/01/2011	Approve	David Ferrero	Archivist of the United States	Office of the Archivist - Office of the Archivist