

# INACTIVE – ALL ITEMS SUPERSEDED

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION  
Request for Records Disposition Authority

Records Schedule: **DAA-0064-2014-0003**

## Request for Records Disposition Authority

Records Schedule Number      DAA-0064-2014-0003

Schedule Status      Modified Approved Version

Agency or Establishment      National Archives and Records Administration

Record Group / Scheduling Group      Records of the National Archives and Records Administration

Records Schedule applies to      Agency-wide

Schedule Subject      Routine surveillance recordings

Internal agency concurrences will be provided      No

Background Information      The Security Management Division requests an exception to GRS 21, Item 18, seeking to reduce the retention period for routine surveillance recordings from 6 months to 30 days.

### Item Count

| Number of Total Disposition Items | Number of Permanent Disposition Items | Number of Temporary Disposition Items | Number of Withdrawn Disposition Items |
|-----------------------------------|---------------------------------------|---------------------------------------|---------------------------------------|
| 1                                 | 0                                     | 1                                     | 0                                     |

GAO Approval

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NATIONAL ARCHIVES AND RECORDS ADMINISTRATION  
Request for Records Disposition Authority

Records Schedule: **DAA-0064-2014-0003**

## Outline of Records Schedule Items for DAA-0064-2014-0003

| Sequence Number |                                                       |
|-----------------|-------------------------------------------------------|
| 1               | Routine surveillance recordings                       |
| 1.1             | Routine surveillance recordings                       |
|                 | Disposition Authority Number: DAA-0064-2014-0003-0001 |

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## Records Schedule Items

| Sequence Number                                                                                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                              |                         |                   |           |             |          |                             |    |                           |                                           |                                                                                                                           |     |                                                                                 |    |                                      |                 |                             |                                                                                                             |                         |  |                  |                                   |                        |  |              |              |
|---------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------|-------------------------|-------------------|-----------|-------------|----------|-----------------------------|----|---------------------------|-------------------------------------------|---------------------------------------------------------------------------------------------------------------------------|-----|---------------------------------------------------------------------------------|----|--------------------------------------|-----------------|-----------------------------|-------------------------------------------------------------------------------------------------------------|-------------------------|--|------------------|-----------------------------------|------------------------|--|--------------|--------------|
| 1                                                                                                                         | <b>Routine surveillance recordings</b><br>Surveillance video recordings made by an automated system to document activities both inside and outside a federal facility. NOTE: In the event of a security breach or other such incident, the recordings will be copied from the system, retained and used as part of an investigation of the incident.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                              |                         |                   |           |             |          |                             |    |                           |                                           |                                                                                                                           |     |                                                                                 |    |                                      |                 |                             |                                                                                                             |                         |  |                  |                                   |                        |  |              |              |
| 1.1                                                                                                                       | <b>Routine surveillance recordings</b><br><table><tr><td>Disposition Authority Number</td><td>DAA-0064-2014-0003-0001</td></tr><tr><td>Final Disposition</td><td>Temporary</td></tr><tr><td>Item Status</td><td>Inactive</td></tr><tr><td>Is this item media neutral?</td><td>No</td></tr><tr><td>Explanation of limitation</td><td>These recordings are entirely electronic.</td></tr><tr><td>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?</td><td>Yes</td></tr><tr><td>Do any of the records covered by this item exist as structured electronic data?</td><td>No</td></tr><tr><td>GRS or Superseded Authority Citation</td><td>GRS 21, Item 18</td></tr><tr><td>Inactive Status Explanation</td><td>This item is inactive because it was superseded by New Disposition Authority Number: DAA-GRS-2021-0001-0003</td></tr><tr><td>Disposition Instruction</td><td></td></tr><tr><td>Retention Period</td><td>Destroy immediately after 30 days</td></tr><tr><td>Additional Information</td><td></td></tr><tr><td>GAO Approval</td><td>Not Required</td></tr></table> | Disposition Authority Number | DAA-0064-2014-0003-0001 | Final Disposition | Temporary | Item Status | Inactive | Is this item media neutral? | No | Explanation of limitation | These recordings are entirely electronic. | 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? | No | GRS or Superseded Authority Citation | GRS 21, Item 18 | Inactive Status Explanation | This item is inactive because it was superseded by New Disposition Authority Number: DAA-GRS-2021-0001-0003 | Disposition Instruction |  | Retention Period | Destroy immediately after 30 days | Additional Information |  | GAO Approval | Not Required |
| Disposition Authority Number                                                                                              | DAA-0064-2014-0003-0001                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                              |                         |                   |           |             |          |                             |    |                           |                                           |                                                                                                                           |     |                                                                                 |    |                                      |                 |                             |                                                                                                             |                         |  |                  |                                   |                        |  |              |              |
| Final Disposition                                                                                                         | Temporary                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                              |                         |                   |           |             |          |                             |    |                           |                                           |                                                                                                                           |     |                                                                                 |    |                                      |                 |                             |                                                                                                             |                         |  |                  |                                   |                        |  |              |              |
| Item Status                                                                                                               | Inactive                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                              |                         |                   |           |             |          |                             |    |                           |                                           |                                                                                                                           |     |                                                                                 |    |                                      |                 |                             |                                                                                                             |                         |  |                  |                                   |                        |  |              |              |
| Is this item media neutral?                                                                                               | No                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                              |                         |                   |           |             |          |                             |    |                           |                                           |                                                                                                                           |     |                                                                                 |    |                                      |                 |                             |                                                                                                             |                         |  |                  |                                   |                        |  |              |              |
| Explanation of limitation                                                                                                 | These recordings are entirely electronic.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                              |                         |                   |           |             |          |                             |    |                           |                                           |                                                                                                                           |     |                                                                                 |    |                                      |                 |                             |                                                                                                             |                         |  |                  |                                   |                        |  |              |              |
| 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?                                           | No                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                              |                         |                   |           |             |          |                             |    |                           |                                           |                                                                                                                           |     |                                                                                 |    |                                      |                 |                             |                                                                                                             |                         |  |                  |                                   |                        |  |              |              |
| GRS or Superseded Authority Citation                                                                                      | GRS 21, Item 18                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                              |                         |                   |           |             |          |                             |    |                           |                                           |                                                                                                                           |     |                                                                                 |    |                                      |                 |                             |                                                                                                             |                         |  |                  |                                   |                        |  |              |              |
| Inactive Status Explanation                                                                                               | This item is inactive because it was superseded by New Disposition Authority Number: DAA-GRS-2021-0001-0003                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                              |                         |                   |           |             |          |                             |    |                           |                                           |                                                                                                                           |     |                                                                                 |    |                                      |                 |                             |                                                                                                             |                         |  |                  |                                   |                        |  |              |              |
| Disposition Instruction                                                                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                              |                         |                   |           |             |          |                             |    |                           |                                           |                                                                                                                           |     |                                                                                 |    |                                      |                 |                             |                                                                                                             |                         |  |                  |                                   |                        |  |              |              |
| Retention Period                                                                                                          | Destroy immediately after 30 days                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                              |                         |                   |           |             |          |                             |    |                           |                                           |                                                                                                                           |     |                                                                                 |    |                                      |                 |                             |                                                                                                             |                         |  |                  |                                   |                        |  |              |              |
| Additional Information                                                                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                              |                         |                   |           |             |          |                             |    |                           |                                           |                                                                                                                           |     |                                                                                 |    |                                      |                 |                             |                                                                                                             |                         |  |                  |                                   |                        |  |              |              |
| GAO Approval                                                                                                              | Not Required                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                              |                         |                   |           |             |          |                             |    |                           |                                           |                                                                                                                           |     |                                                                                 |    |                                      |                 |                             |                                                                                                             |                         |  |                  |                                   |                        |  |              |              |

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## 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                                                                       |
|------------|------------------------|------------------|-----------------------------------------------|------------------------------------------------------------------------------------|
| 08/06/2014 | Certify                | Richard Marcus   | Records Officer                               | Office of Information Services - Records management Staff                          |
| 11/18/2014 | Submit for Concurrency | Erin Cayce       | Appraiser                                     | National Archives and Records Administration - Records Management Services         |
| 11/20/2014 | Concur                 | Margaret Hawkins | Director of Records Management Services       | National Records Management Program - Records Management Services                  |
| 12/01/2014 | Concur                 | Laurence Brewer  | Director, National Records Management Program | National Archives and Records Administration - National Records Management Program |
| 12/02/2014 | Approve                | David Ferriero   | Archivist of the United States                | Office of the Archivist - Office of the Archivist                                  |

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