

Request for Records Disposition Authority

Records Schedule Number **DAA-0478-2012-0003**

Schedule Status **Approved**

Agency or Establishment **Office of Personnel Management**

Record Group / Scheduling Group **Records of the Office of Personnel Management**

Records Schedule applies to **Major Subdivision**

Major Subdivision **Federal Investigative Services**

Schedule Subject **Fingerprint Transaction System**

Internal agency concurrences will be provided **Yes**

Background Information **The Office of Personnel Management's (OPM) Federal Investigative Services (FIS) Fingerprint Transaction System (FTS) supports background investigations of federal employees, contractors, military personnel, etc by providing electronic fingerprint images to the Criminal Justice Information Services (CJIS) Division of the Federal Bureau of Investigations (FBI) via OPM's Federal Investigations Processing Center (FIPC) in Boyers, PA
The U S Office of Personnel Management (OPM) Federal Investigative Services (FIS) organization required improved efficiency in performing background investigations by utilizing new technologies to capture and transmit fingerprint images and demographic data electronically**

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
2	0	2	0

GAO Approval

Outline of Records Schedule Items for DAA-0478-2012-0003

Sequence Number	
1	INPUTS
1 1	Electronic Inputs Disposition Authority Number DAA-0478-2012-0003-0001
2	Master Files Disposition Authority Number DAA-0478-2012-0003-0004

Records Schedule Items

Sequence Number	
1	INPUTS
1 1	<p>Electronic Inputs</p> <p>Disposition Authority Number DAA-0478-2012-0003-0001</p> <p>OPM provides a site-to-site Virtual Private Network (VPN) and dial-up connections to enable customers, i.e., federal agencies, to send electronic fingerprint transmissions to the OPM FTS using the Internet. The FTS is designed to accept electronic submissions from any FBI-approved LiveScan unit configured for electronic transmission to OPM. Once the fingerprints are received in the OPM FTS, and then the information is transmitted to the Criminal Justice Information Services (CJIS) Division of the FBI.</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 Delete when data has been imported into master file or database and verified, or when no longer required to support reconstruction of, or serve as backup to, master file or database, whichever is later. These are inputs received from other agencies as part of interagency agreements and are excluded from GRS 20/2c.</p> <p>Additional Information</p> <p>GAO Approval Not Required</p>
2	<p>Master Files</p> <p>Disposition Authority Number DAA-0478-2012-0003-0004</p> <p>Subject fingerprints, demographic data and results of identification check from FBI and CJIS responses</p> <p>Final Disposition Temporary</p> <p>Item Status Active</p>

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 or delete 30 days following case closing
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
06/29/2012	Certify	Patricia Capers	OPM Records Office r	Office of the Chief Information Officer - Records Management
01/18/2013	Submit for Concur rence	David Weber	for	National Archives and Records Administration - Records Management Services
02/14/2013	Concur	Margaret Hawkins	Director of Records Management Servic es	National Records Management Program - Records Management Services
02/14/2013	Return to Submitte r	Laurence Brewer	Director, National R ecords Management Program	National Archives and Records Administration - National Records Management Program
02/21/2013	Return to Submitte r	Margaret Hawkins	Director of Records Management Servic es	National Records Management Program - Records Management Services
02/21/2013	Submit for Concur rence	David Weber	for	National Archives and Records Administration - Records Management Services
02/22/2013	Concur	Laurence Brewer	Director, National R ecords Management Program	National Archives and Records Administration - National Records Management Program
02/22/2013	Concur	Laurence Brewer	Director, National R ecords Management Program	National Archives and Records Administration - National Records Management Program
02/26/2013	Approve	David Ferriero	Archivist of the Unite d States	Office of the Archivist - Office of the Archivist