

INACTIVE ● ALL ITEMS SUPERSEDED ●

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
Request for Records Disposition Authority

Records Schedule: **DAA-0478-2015-0003**

Request for Records Disposition Authority

Records Schedule Number DAA-0478-2015-0003
Schedule Status Modified Approved Version

Agency or Establishment Office of Personnel Management
Record Group / Scheduling Group Records of the Office of Personnel Management
Records Schedule applies to Agency-wide
Schedule Subject Insider Threat Program Inquiry Case Files
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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
1	0	1	0

GAO Approval

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NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
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Records Schedule: **DAA-0478-2015-0003**

Outline of Records Schedule Items for DAA-0478-2015-0003

Sequence Number

1

Insider Threat Program Inquiry Case Files

Disposition Authority Number: DAA-0478-2015-0003-0001

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Records Schedule: DAA-0478-2015-0003

Records Schedule Items

Sequence Number																					
1	<p>Insider Threat Program Inquiry Case Files</p> <p>Disposition Authority Number DAA-0478-2015-0003-0001</p> <p>These records support the activities of the Insider Threat Program in conducting inquiry activities associated with counterintelligence complaints, inquiries, and investigations; potential threats to Office of Personnel Management (OPM) resources and information assets; the tracking of referrals of potential insider threats to internal and external partners; and other related activities, as mandated by Presidential Executive Order 13587 and other related requirements and regulations. These files may include, but are not limited to, incident reports and investigatory records, including results of incident investigations, case numbers, nondisclosure agreements, and consent forms; information on complainants, informants, suspects, and witnesses; personnel records and personal information on the individual(s) being investigated, as well as their relatives and other personal associations, if applicable; personnel security and security clearance records; facility and network security, access control and use records; financial disclosure reports; travel records; foreign visitor records and foreign contact reports; and other documentation, reports and correspondence received, generated and maintained in the course of managing insider threat activities and conducting investigations.</p> <table><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>Yes</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>Inactive Status Explanation</td><td>This item is inactive because it was superseded by New Disposition Authority Number: DAA-GRS-2017-0006-0030</td></tr><tr><td>Disposition Instruction</td><td></td></tr><tr><td>Cutoff Instruction</td><td>Cut off at the close of the inquiry or investigation.</td></tr><tr><td>Retention Period</td><td>Destroy 30 year(s) after cutoff</td></tr><tr><td>Additional Information</td><td></td></tr></table>	Final Disposition	Temporary	Item Status	Inactive	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?	No	Inactive Status Explanation	This item is inactive because it was superseded by New Disposition Authority Number: DAA-GRS-2017-0006-0030	Disposition Instruction		Cutoff Instruction	Cut off at the close of the inquiry or investigation.	Retention Period	Destroy 30 year(s) after cutoff	Additional Information	
Final Disposition	Temporary																				
Item Status	Inactive																				
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?	No																				
Inactive Status Explanation	This item is inactive because it was superseded by New Disposition Authority Number: DAA-GRS-2017-0006-0030																				
Disposition Instruction																					
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	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
08/04/2015	Certify	Alicia Hoefke	Agency Records Officer	Chief Information Officer - Records Management
01/08/2016	Submit for Concurrence	David Weber	Senior Appraisal Archivist	National Archives and Records Administration - Records Management Services
01/20/2016	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
01/20/2016	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
01/21/2016	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist

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