

NOTICE - SOME ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: N1-170-04-008

Some items in this schedule are either obsolete or have been superseded by new NARA approved records schedules. This information is accurate as of: 12/12/2024

ACTIVE ITEMS

These items, unless subsequently superseded, may be used by the agency to disposition records. It is the responsibility of the user to verify the items are still active.

B: System Data

SUPERSEDED AND OBSOLETE ITEMS

The remaining items on this schedule may no longer be used to disposition records. They are superseded, obsolete, filing instructions, non-records, or were lined off and not approved at the time of scheduling. References to more recent schedules are provided below as a courtesy. Some items listed here may have been previously annotated on the schedule itself.

A. System Inputs - lined off. Inputs scheduled on N1-170-04-001

C. System Outputs superseded by GRS 5.2, Item 010 (DAA-GRS-2022-0009-0001)

D. System Documentation superseded by GRS 3.1, item 051 (DAA-GRS-2013-0005-0003)

E. E-Mail and Word processing System Copies superseded by GRS 5.1, item 020 (DAA-GRS-2016-0016-0002)

REQUEST FOR RECORDS DISPOSITION AUTHORITY
 (See Instructions on reverse)

TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)
 WASHINGTON, DC 20408

1. FROM (Agency or establishment)
 DRUG ENFORCEMENT ADMINISTRATION

2. MAJOR SUBDIVISION
 Office of Information Systems

3. MINOR SUBDIVISION
 Enterprise and Field Systems Unit (SISE)

4. NAME OF PERSON WITH WHOM TO CONFER
 Jon Wicker

5. TELEPHONE
 703-495-6519

LEAVE BLANK (NARA use only)

JOB NUMBER
 71-170-04-8

DATE RECEIVED
 5-18-2004

NOTIFICATION TO AGENCY

In accordance with the provisions of 44 U.S.C. 3303a the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.

DATE ARCHIVIST OF THE UNITED STATES
 11-24-04 John W. Paul

6. 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 on the attached _____ page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies,

is not required; is attached; or has been requested.

DATE 05/13/04	SIGNATURE OF AGENCY REPRESENTATIVE <i>Sandra Liddell</i> Sandra Liddell 202-307-3467	TITLE SARR, Records Officer
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7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
1	DFN: 1220-65 Polygraph Information Tracking System (PITS)		

cc Agency NR NAWMA

DFN: 1220-65

Polygraph Information Tracking System (PITS)

Program: Office of Investigative Technology (ST)

Applicability: Polygraph Support Unit (STCP)

Identifying Information:

Description: The Polygraph Information Tracking System (PITS) provides for data entry, tracking, receipt, assignment, and reporting of Polygraph information performed on Special Agents, Foreign Assistants, Criminals, and Intelligence Research Specialists.

Specific Restrictions:

Access is limited due to Privacy Act / FOI issues.

Vital Record: No.

Specific Legal Requirements:

U. S. District Court Order: Segar v. Ashcroft. Civil Action No. 77-0081.

Disposition Information:

The primary content of the system includes polygraph related information, status reports, and results reports.

A. System Inputs:

1. Polygraph Examinations

~~Temporary. See Polygraph Files 601-35 (N1-170-04-1).~~

*Previously approved
TT
11/16/04*

B. System Data:

1. Polygraph examinations and results.

Temporary. Retain until no longer needed for reference or operational purposes.

C. System Outputs:

1. Status Reports
2. Results Reports

Temporary. Retain until no longer needed for reference or operational purposes.

D. System Documentation:

User Guide
Acceptance Test Plan
Functional Requirements Document
System Maintenance Document

Temporary: Maintain for life of system and destroy when no longer needed for reference purposes.

E. E-Mail and Word Processing System Copies:

Electronic copies of records that are created on electronic mail and word processing systems and are used solely to generate a recordkeeping copy of the records covered by the other items in this schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.

1. Copies that have no further administrative value after the recordkeeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy has been produced.

Temporary. Destroy/delete within 180 days after the recordkeeping copy has been produced.

2. Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy.

Temporary. Destroy/delete when dissemination, revision, or updating is completed.