

National Archives and Records Administration  
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0446-2024-0003

Status: APPROVED  
Date Approved: 01/21/2025

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## General Information

Agency or Establishment	Defense Counterintelligence and Security Agency
Record/Scheduling Group	0446 - Records of the Defense Security Service
Records Schedule Applies To	Agency-wide
Schedule Subject	Secure Web Fingerprint Transmission (SWFT)
Additional Schedule Information	<p>This schedule updates schedule DAA-0446-2019-0006.</p> <p>Secure Web Fingerprint Transmission (SWFT) is the web-based secure Department of Defense (DoD) enterprise system enabling Defense industry and federal agency users to submit electronic fingerprints (e-fingerprints) and demographic information to DCSA systems for personnel vetting purposes. The demographic content includes subject name, social security number, place of birth, date of birth and electronic fingerprint images. E-Fingerprint submissions must meet Electronic Biometric Transmission Specification (EBTS) standards and DCSA formatting standards.</p> <p>Sources of Data: The sources of data for SWFT are the authorized industry sites and Federal Agencies</p> <p>System Outputs: SWFT transmits the e-fingerprint files to the DCSA Fingerprint Transaction System.</p> <p>System Documentation and Specifications: Codebooks, record layouts, database specifications, and other system documentation.</p>
Is There a Classified Version of This Schedule?	No
Is consultation and coordination with Tribal Governments required?	No - the records covered by this schedule do not implicate Tribal interests

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## Item Count

Total number of disposition items: 1

Number of Temporary disposition items: 1

Number of Permanent disposition items: 0

Number of Items with Disposition Not Approved: 0

Number of Inactive disposition items: 0

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Outline of Records Schedule Items for DAA-0446-2024-0003

<b>Item #</b>	<b>Title</b>	<b>Disposition</b>
0001	Secure Web Fingerprint Transmission System (SWFT) Master Files	Temporary

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Records Schedule Items

<b>DAA-0446-2024-0003-0001</b>		<b>STATUS: Active</b>
<b>ITEM GENERAL INFORMATION</b>		
Item Title	Secure Web Fingerprint Transmission System (SWFT) Master Files	
Item Description	Electronic fingerprints and demographic information for personnel whom the DCSA conducts vetting. Master file includes but are not limited to electronic fingerprints and the corresponding demographic data; such as, name, social security number, and place of birth.	
Is this item media neutral?	Yes	
Is this item a Big Bucket?	No	
<b>SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS</b>		
Does this item supersede existing disposition authorities?	Yes	
	Superseded Items	
Superseded Item	Item Superseded in Part?	Explanation
DAA-0446-2019-0006-0001	No	
Is this item a deviation from the GRS?	No	
<b>DISPOSITION INSTRUCTION</b>		
Final Disposition	Temporary	
Cutoff Instructions	There is no cutoff instruction	
Retention Period	Other: Destroy all electronic fingerprints and demographic information 120 days after SWFT receipt.	
<b>ADDITIONAL INFORMATION</b>		
Are any of the records covered by this item national security classified?	No	
GAO Approval Required	No	

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Signatory Information

Action	User	Date
Approve	Colleen Shogan	01/21/2025