

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-GRS-2017-0006

Status: APPROVED
Date Approved: 05/31/2017
Last Modified: 11/07/2024

General Information

Agency or Establishment	General Records Schedules (National Archives and Records Administration)
Record/Scheduling Group	GRS - General Records Schedules
Records Schedule Applies To	Government-wide All agencies except:
Schedule Subject	General Records Schedule 5.6: Security Records
Additional Schedule Information	<p>Note: This schedule was modified after approval in ERA Base. If information regarding the modifications was created in ERA Base it will be found in the Revision Notes in NARA only attachments.</p> <p>This schedule covers records about protecting an organization's personnel, assets, and facilities. Activities include: security operations for protecting agency facilities, staff, and property, managing personnel security, and insider threat protection.</p> <p>Agencies must offer any records created prior to January 1, 1921, to the National Archives and Records Administration (NARA) before applying disposition instructions in this schedule.</p> <p>Excluded from this schedule are records of offices with law enforcement as the primary function or where criminal investigations are carried out by Federal criminal investigators (special agents) with law enforcement powers.</p> <p>Related records are covered elsewhere in the GRS. Records about securing data and information systems are listed in GRS 3.2, Information Systems Security Records. Records about protecting and accessing information are covered in GRS 4.2, Information Access and Protection Records.</p>
Is There a Classified Version of This Schedule?	No
Is consultation and coordination with Tribal Governments required?	Predate requirement

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Item Count

Total number of disposition items: 31
Number of Temporary disposition items: 31
Number of Permanent disposition items: 0
Number of Items with Disposition Not Approved: 0
Number of Inactive disposition items: 10

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Outline of Records Schedule Items for DAA-GRS-2017-0006

Item #	Title	Disposition
0001	Security administrative records.	Temporary
0002	Key and card access accountability records. : Areas requiring highest level security awareness.	Temporary
0003	Key and card access accountability records. : All other facility security areas.	Temporary
0004	Uniform and equipment tracking records.	Temporary
0005	Property pass records.	Temporary
0006	Records of credit card abuse and postal irregularities.	Temporary
0007	Unclaimed personal property records. : Records for property valued over \$500.	Temporary
0008	Unclaimed personal property records. : Records for property valued at \$500 or less.	Temporary
0009	Facility and physical security records. : Interagency Security Committee member records.	Temporary
0010	Facility and physical security records. : Facility security assessment records. : Areas requiring highest level security awareness.	Temporary
0011	Facility and physical security records. : Facility security assessment records. : All other facility security areas.	Temporary
0012	Facility and physical security records. : Records of routine security operations.	Temporary
0013	Facility and physical security records. : Accident and incident records.	Temporary
0014	Facility and physical security records. : Visitor processing records. : Areas requiring highest level security awareness.	Temporary
0015	Facility and physical security records. : Visitor processing records. : All other facility security areas.	Temporary
0016	Facility and physical security records. : Personal identification credentials and cards. : Application and activation records.	Temporary
0017	Facility and physical security records. : Personal identification credentials and cards. : Cards.	Temporary
0018	Facility and physical security records. : Local facility identification and card access records.	Temporary

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0019	Facility and physical security records. : Sensitive Compartmented Information Facility (SCIF) accreditation records.	Temporary
0020	Facility and physical security records. : Sensitive Compartmented Information Facility (SCIF) inspection records.	Temporary
0021	Facility and physical security records. : Canine (K-9) service records.	Temporary
0022	Personnel security records. : Personnel security investigative reports. : Personnel suitability and eligibility investigative reports.	Temporary
0023	Personnel security records. : Personnel security investigative reports. : Reports and records created by agencies conducting investigations under delegated investigative authority.	Temporary
0024	Personnel security records. : Personnel security and access clearance records. : Records of people not issued clearances.	Temporary
0025	Personnel security records. : Personnel security and access clearance records. : Records of people issued clearances.	Temporary
0026	Personnel security records. : Index to the personnel security case files.	Temporary
0027	Personnel security records. : Information security violations records.	Temporary
0028	Insider threat records. : Insider threat administrative and operations records.	Temporary
0029	Insider threat records. : Insider threat inquiry records.	Temporary
0030	Insider threat records. : Insider threat information.	Temporary
0031	Insider threat records. : Insider threat user activity monitoring (UAM) data.	Temporary

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Records Schedule Items

DAA-GRS-2017-0006-0001		STATUS: INACTIVE - NOT FOR USE
ITEM GENERAL INFORMATION		
Item Title	Security administrative records.	
Item Description	Records about routine facility security, protective services, and personnel security program administration. Includes: <ul style="list-style-type: none"> • status reports on cleared individuals and other reports • staffing level and work planning assessments, such as guard assignment records • standard operating procedures manuals 	
Is this item media neutral?	Yes	
Is this item a Big Bucket?		
MANUAL CITATION		
Agency Code	GRS 5.6, item 010	
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS		
Does this item supersede existing disposition authorities?	Yes	
	Superseded Items	
Superseded Item	Item Superseded in Part?	Explanation
GRS 18, dated 1960, item 14/A	No	
GRS 18, dated 1960, item 14/B	No	
GRS 18, dated 1960, item 9	No	
NC1-GRS-80-001 / 22	No	
Is this item a deviation from the GRS?	No	
DISPOSITION INSTRUCTION		
DO NOT USE. Superseded By: DAA-GRS-2021-0001-0001 on 05/30/2023.		
Final Disposition	Temporary	
Retention Period	Other: Destroy when 3 years old, but longer retention is authorized if required for business use.	
ADDITIONAL INFORMATION		
Are any of the records covered by this item national security classified?		
GAO Approval Required	No	

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Group Title	Key and card access accountability records.	
Group Description	Records accounting for keys and electronic access cards.	
DAA-GRS-2017-0006-0002	STATUS: Active	
ITEM GENERAL INFORMATION		
Item Title	Areas requiring highest level security awareness.	
Item Description	Includes areas designated by the Interagency Security Committee as Facility Security Level V.	
Is this item media neutral?	Yes	
Is this item a Big Bucket?		
MANUAL CITATION		
Agency Code	GRS 5.6, item 020	
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS		
Does this item supersede existing disposition authorities?	Yes	
	Superseded Items	
Superseded Item	Item Superseded in Part?	Explanation
GRS 18, dated 1960, item 17 in part	Yes	GRS 18, dated 1960, item 17 in part
Is this item a deviation from the GRS?	No	
DISPOSITION INSTRUCTION		
Final Disposition	Temporary	
Retention Period	Other: Destroy 3 years after return of key, but longer retention is authorized if required for business use.	
ADDITIONAL INFORMATION		
Are any of the records covered by this item national security classified?		
GAO Approval Required	No	
DAA-GRS-2017-0006-0003	STATUS: Active	
ITEM GENERAL INFORMATION		
Item Title	All other facility security areas.	
Item Description	Includes areas designated by the Interagency Security Committee as Facility Security Levels I through IV.	
Is this item media neutral?	Yes	
Is this item a Big Bucket?		
MANUAL CITATION		
Agency Code	GRS 5.6, item 021	
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS		

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Does this item supersede existing disposition authorities?	Yes
Superseded Items	
Superseded Item	Item Superseded in Part? Explanation
GRS 18, dated 1960, item 17 in part	Yes GRS 18, dated 1960, item 17 in part
Is this item a deviation from the GRS?	No
DISPOSITION INSTRUCTION	
Final Disposition	Temporary
Retention Period	Other: Destroy 6 months after return of key, but longer retention is authorized if required for business use.
ADDITIONAL INFORMATION	
Are any of the records covered by this item national security classified?	
GAO Approval Required	No

DAA-GRS-2017-0006-0004	STATUS: INACTIVE - NOT FOR USE
ITEM GENERAL INFORMATION	
Item Title	Uniform and equipment tracking records.
Item Description	Records tracking uniforms and equipment issued to security personnel, including: <ul style="list-style-type: none"> • firearms (type, serial number, manufacturer, caliber, firearm registration date, storage location data, etc.) • communication devices issued to security personnel such as mobile radios and walkie-talkies • body armor such as bullet-proof vests • police baton and holder • handcuffs and keys
Is this item media neutral?	Yes
Is this item a Big Bucket?	
MANUAL CITATION	
Agency Code	GRS 5.6, item 030
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS	
Does this item supersede existing disposition authorities?	Yes
Superseded Items	

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Superseded Item	Item Superseded in Part?	Explanation
GRS 18, dated 1960, item 20/D	No	
Is this item a deviation from the GRS?	No	
DISPOSITION INSTRUCTION		
DO NOT USE. Superseded By: DAA-GRS-2021-0001-0002 on 05/30/2023.		
Final Disposition	Temporary	
Retention Period	Other: Destroy 3 months after return of equipment, but longer retention is authorized if required for business use.	
ADDITIONAL INFORMATION		
Are any of the records covered by this item national security classified?		
GAO Approval Required	No	

DAA-GRS-2017-0006-0005		STATUS: Active
ITEM GENERAL INFORMATION		
Item Title	Property pass records.	
Item Description	Records authorizing removal of Government and privately owned property or materials off premises owned or leased by the Federal Government. Also includes hand receipts when used by staff to physically remove property.	
Is this item media neutral?	Yes	
Is this item a Big Bucket?		
MANUAL CITATION		
Agency Code	GRS 5.6, item 040	
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS		
Does this item supersede existing disposition authorities?	Yes	
Superseded Items		
Superseded Item	Item Superseded in Part?	Explanation
GRS 18, dated 1960, item 13	No	
Is this item a deviation from the GRS?	No	
DISPOSITION INSTRUCTION		
Final Disposition	Temporary	
Retention Period	Other: Destroy 3 months after expiration or revocation, but longer retention is authorized if required for business use.	

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ADDITIONAL INFORMATION	
Are any of the records covered by this item national security classified?	
GAO Approval Required	No

DAA-GRS-2017-0006-0006	STATUS: INACTIVE - NOT FOR USE	
ITEM GENERAL INFORMATION		
Item Title	Records of credit card abuse and postal irregularities.	
Item Description	Records about irregularities in handling mail and improper use or misuse of telephone calling cards and Government charge or purchase cards. Includes: <ul style="list-style-type: none"> postal irregularities reports, such as loss or shortage of postage stamps or money orders, or loss or destruction of mail semi-annual reports on Government charge card violations Exclusion: Mail service records; covered under GRS 5.5, Mail, Printing, and Telecommunication Service Management Records, item 020.	
Is this item media neutral?	Yes	
Is this item a Big Bucket?		
MANUAL CITATION		
Agency Code	GRS 5.6, item 050	
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS		
Does this item supersede existing disposition authorities?	Yes	
	Superseded Items	
Superseded Item	Item Superseded in Part?	Explanation
NC1-064-77-009 / 8 in part	Yes	NC1-064-77-009 / 8 in part
Is this item a deviation from the GRS?	No	
DISPOSITION INSTRUCTION		
DO NOT USE. This item is inactive because it was superseded by New Disposition Authority Number: DAA-GRS-2023-0007-0001 on 03/07/2024.		
Final Disposition	Temporary	
Retention Period	Other: Destroy 3 years after completion of investigation or when 3 years old, whichever is later, but longer retention is authorized if required for business use.	

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ADDITIONAL INFORMATION	
Are any of the records covered by this item national security classified?	
GAO Approval Required	No

Group Title	Unclaimed personal property records.
Group Description	Records accounting for non-Government, personally owned property lost, abandoned, unclaimed, or believed stolen on premises owned or leased by the Federal Government. Includes: <ul style="list-style-type: none"> • lost-and-found logs and release forms • loss statements • receipts • reports

DAA-GRS-2017-0006-0007 **STATUS: Active**

ITEM GENERAL INFORMATION	
Item Title	Records for property valued over \$500.
Item Description	Legal Citation: 41 CFR 102-41.130
Is this item media neutral?	Yes
Is this item a Big Bucket?	

MANUAL CITATION	
Agency Code	GRS 5.6, item 060

SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS

Does this item supersede existing disposition authorities?	Yes	
	Superseded Items	
Superseded Item	Item Superseded in Part?	Explanation
GRS 18, dated 1960, item 16/A in part	Yes	GRS 18, dated 1960, item 16/A in part
GRS 18, dated 1960, item 16/B in part	Yes	GRS 18, dated 1960, item 16/B in part
Is this item a deviation from the GRS?	No	

DISPOSITION INSTRUCTION	
Final Disposition	Temporary
Retention Period	Other: Destroy when 3 years old or 3 years after the date title to the property vests in the Government, but longer retention is authorized if required for business use.

ADDITIONAL INFORMATION

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Are any of the records covered by this item national security classified?		
GAO Approval Required	No	
DAA-GRS-2017-0006-0008 STATUS: Active		
ITEM GENERAL INFORMATION		
Item Title	Records for property valued at \$500 or less.	
Item Description	Legal citation: 41 CFR 102-41.130	
Is this item media neutral?	Yes	
Is this item a Big Bucket?		
MANUAL CITATION		
Agency Code	GRS 5.6, item 061	
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS		
Does this item supersede existing disposition authorities?	Yes	
Superseded Items		
Superseded Item	Item Superseded in Part? Explanation	
GRS 18, dated 1960, item 16/A in part	Yes	GRS 18, dated 1960, item 16/A in part
GRS 18, dated 1960, item 16/B in part	Yes	GRS 18, dated 1960, item 16/B in part
Is this item a deviation from the GRS?	No	
DISPOSITION INSTRUCTION		
Final Disposition	Temporary	
Retention Period	Other: Destroy 30 days after the property is found, but longer retention is authorized if required for business use.	
ADDITIONAL INFORMATION		
Are any of the records covered by this item national security classified?		
GAO Approval Required	No	

Group Title	Facility and physical security records.
DAA-GRS-2017-0006-0009	STATUS: Active
ITEM GENERAL INFORMATION	
Item Title	Interagency Security Committee member records.

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Item Description	Records are agency copies of committee records documenting the administration, operation, and decisions of the committee. Includes: <ul style="list-style-type: none"> • agendas • meeting minutes • best practice and standards documents • funding documents for security countermeasures <p>Exclusion: Records documenting the committee's establishment, organization, policy, membership, meetings, findings, recommendations, and accomplishments maintained by the Department of Homeland Security (DHS). DHS covers these records under an agency-specific schedule.</p>
Is this item media neutral?	Yes
Is this item a Big Bucket?	
MANUAL CITATION	
Agency Code	GRS 5.6, item 070
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS	
Does this item supersede existing disposition authorities?	No
Is this item a deviation from the GRS?	No
DISPOSITION INSTRUCTION	
Final Disposition	Temporary
Retention Period	Other: Destroy when 10 years old, but longer retention is authorized if required for business use.
ADDITIONAL INFORMATION	
Are any of the records covered by this item national security classified?	
GAO Approval Required	No

Group Title	Facility and physical security records. : Facility security assessment records.
Group Description	Surveys and inspections of security and safety measures at Government or privately owned facilities assigned a security awareness status by Government agencies. Includes: <ul style="list-style-type: none"> • facility notes • inspector notes and reports • vulnerability assessments
DAA-GRS-2017-0006-0010	STATUS: Active

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ITEM GENERAL INFORMATION		
Item Title	Areas requiring highest level security awareness.	
Item Description	Includes areas designated by the Interagency Security Committee as Facility Security Level V.	
Is this item media neutral?	Yes	
Is this item a Big Bucket?		
MANUAL CITATION		
Agency Code	GRS 5.6, item 080	
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS		
Does this item supersede existing disposition authorities?	Yes	
	Superseded Items	
Superseded Item	Item Superseded in Part?	Explanation
GRS 18, dated 1960, item 10 in part	Yes	GRS 18, dated 1960, item 10 in part
GRS 18, dated 1960, item 11 in part	Yes	GRS 18, dated 1960, item 11 in part
Is this item a deviation from the GRS?	No	
DISPOSITION INSTRUCTION		
Final Disposition	Temporary	
Retention Period	Other: Destroy 5 years after updating the security assessment or terminating the security awareness status, whichever is sooner, but longer retention is authorized if required for business use.	
ADDITIONAL INFORMATION		
Are any of the records covered by this item national security classified?		
GAO Approval Required	No	
DAA-GRS-2017-0006-0011	STATUS: Active	
ITEM GENERAL INFORMATION		
Item Title	All other facility security areas.	
Item Description	Includes areas designated by the Interagency Security Committee as Facility Security Levels I through IV.	
Is this item media neutral?	Yes	
Is this item a Big Bucket?		
MANUAL CITATION		
Agency Code	GRS 5.6, item 081	
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS		
Does this item supersede existing disposition authorities?	Yes	

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Superseded Items		
Superseded Item	Item Superseded in Part?	Explanation
GRS 18, dated 1960, item 10 in part	Yes	GRS 18, dated 1960, item 10 in part
GRS 18, dated 1960, item 11 in part	Yes	GRS 18, dated 1960, item 11 in part
Is this item a deviation from the GRS?	No	
DISPOSITION INSTRUCTION		
Final Disposition	Temporary	
Retention Period	Other: Destroy 3 years after updating the security assessment or terminating the security awareness status, whichever is sooner, but longer retention is authorized if required for business use.	
ADDITIONAL INFORMATION		
Are any of the records covered by this item national security classified?		
GAO Approval Required	No	

Group Title	Facility and physical security records.
DAA-GRS-2017-0006-0012	STATUS: INACTIVE - NOT FOR USE
ITEM GENERAL INFORMATION	
Item Title	Records of routine security operations.

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Item Description	<p>Records about detecting potential security risks, threats, or prohibited items carried onto Federal property or impacting assets, including records documenting access control, screening, patrol and response, and control center operations. Includes:</p> <ul style="list-style-type: none"> • control center key or code records • registers of patrol and alarm services • service reports on interruptions and tests • emergency alarm contact call lists • temporary identification cards • correspondence or lists of facility occupants authorized to enter with a prohibited or controlled item on an identified date • round and perimeter check reports, including facility patrol tour data • surveillance records <ul style="list-style-type: none"> o recordings of protective mobile radio transmissions o video surveillance recordings o closed circuit television (CCTV) records • door slip summaries <p>Exclusion: Law enforcement officer-related records, which are covered by agency-specific schedules.</p> <p>Note: Records of accidents and incidents are covered under item 100 and records of visitor processing are covered under items 110 and 111.</p>	
Is this item media neutral?	Yes	
Is this item a Big Bucket?		
MANUAL CITATION		
Agency Code	GRS 5.6, item 090	
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS		
Does this item supersede existing disposition authorities?	Yes	
	Superseded Items	
Superseded Item	Item Superseded in Part?	Explanation
GRS 18, dated 1960, item 19/A	No	
GRS 18, dated 1960, item 19/B	No	
GRS 18, dated 1960, item 20/A	No	
GRS 18, dated 1960, item 20/B	No	
GRS 18, dated 1960, item 20/C	No	
N1-GRS-98-002 / 37	No	

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N1-GRS-98-002 / 39	No
Is this item a deviation from the GRS?	No
DISPOSITION INSTRUCTION	
DO NOT USE. Superseded By: DAA-GRS-2021-0001-0003 on 05/30/2023.	
Final Disposition	Temporary
Retention Period	Other: Destroy when 30 days old, but longer retention is authorized if required for business use.
ADDITIONAL INFORMATION	
Are any of the records covered by this item national security classified?	
GAO Approval Required	No
DAA-GRS-2017-0006-0013	STATUS: INACTIVE - NOT FOR USE
ITEM GENERAL INFORMATION	
Item Title	Accident and incident records.
Item Description	<p>Records documenting accidents and incidents occurring on, in, or at Government-owned or -leased facilities, vehicles (land, water, and air), and property used by Federal agencies. Includes:</p> <ul style="list-style-type: none"> • statements of witnesses • warning notices • records about arrests, commitments, and traffic violations • accident and incident reports • law enforcement agency requests for information <p>Exclusion 1: Records of the Federal Aviation Administration (FAA) and the National Transportation Safety Board (NTSB) relating to aircraft used by Federal agencies, including leased aircraft used by Federal agencies. The FAA and NTSB cover these records under agency-specific schedules.</p> <p>Exclusion 2: Workers' compensation (personnel injury compensation) records. GRS 2.4, Employee Compensation and Benefits Records, items 100 and 101, covers these records.</p> <p>Exclusion 3: Records that vehicle management offices maintain about vehicle and vessel accidents—land, water, and air. GRS 5.4, Facility, Equipment, Vehicle, Property, and Supply Records, item 140, covers these records.</p>
Is this item media neutral?	Yes
Is this item a Big Bucket?	
MANUAL CITATION	

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Agency Code	GRS 5.6, item 100	
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS		
Does this item supersede existing disposition authorities?	Yes	
Superseded Items		
Superseded Item	Item Superseded in Part?	Explanation
GRS 18, dated 1960, item 12	No	
GRS 18, dated 1960, item 15/A	No	
GRS 18, dated 1960, item 15/B	No	
GRS 18, dated 1960, item 15/C	No	
N1-GRS-04-006 / 5	No	
Is this item a deviation from the GRS?	No	
DISPOSITION INSTRUCTION		
DO NOT USE. Superseded By: DAA-GRS-2021-0001-0004 on 05/30/2023.		
Final Disposition	Temporary	
Retention Period	Other: Destroy 3 years after final investigation or reporting action or when 3 years old, whichever is later, but longer retention is authorized for business use.	
ADDITIONAL INFORMATION		
Are any of the records covered by this item national security classified?		
GAO Approval Required	No	

Group Title	Facility and physical security records. : Visitor processing records.	
Group Description	Registers or logs recording names of outside contractors, service personnel, foreign national and other visitors, employees admitted to areas, and reports on vehicles and passengers. Note: GRS 4.2, Information Access and Protection Records, item 030, covers requests and authorizations for individuals to have access to classified files.	
DAA-GRS-2017-0006-0014	STATUS: Active	
ITEM GENERAL INFORMATION		
Item Title	Areas requiring highest level security awareness.	
Item Description	Includes areas designated by the Interagency Security Committee as Facility Security Level V.	
Is this item media neutral?	Yes	

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Is this item a Big Bucket?		
MANUAL CITATION		
Agency Code	GRS 5.6, item 110	
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS		
Does this item supersede existing disposition authorities?	Yes	
Superseded Items		
Superseded Item	Item Superseded in Part?	Explanation
GRS 18, dated 1960, item 18	No	
GRS 18, dated 1960, item 21/A in part	Yes	GRS 18, dated 1960, item 21/A in part
GRS 18, dated 1960, item 21/B in part	Yes	GRS 18, dated 1960, item 21/B in part
Is this item a deviation from the GRS?	No	
DISPOSITION INSTRUCTION		
Final Disposition	Temporary	
Retention Period	Other: Destroy when 5 years old, but longer retention is authorized if required for business use.	
ADDITIONAL INFORMATION		
Are any of the records covered by this item national security classified?		
GAO Approval Required	No	
DAA-GRS-2017-0006-0015		STATUS: Active
ITEM GENERAL INFORMATION		
Item Title	All other facility security areas.	
Item Description	Includes areas designated by the Interagency Security Committee as Facility Security Levels I through IV.	
Is this item media neutral?	Yes	
Is this item a Big Bucket?		
MANUAL CITATION		
Agency Code	GRS 5.6, item 111	
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS		
Does this item supersede existing disposition authorities?	Yes	
Superseded Items		
Superseded Item	Item Superseded in Part?	Explanation
GRS 18, dated 1960, item 18	No	
GRS 18, dated 1960, item 21/A in part	Yes	GRS 18, dated 1960, item 21/A in part

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GRS 18, dated 1960, item 21/B in part	Yes	GRS 18, dated 1960, item 21/B in part
Is this item a deviation from the GRS?	No	
DISPOSITION INSTRUCTION		
Final Disposition	Temporary	
Retention Period	Other: Destroy when 2 years old, but longer retention is authorized if required for business use.	
ADDITIONAL INFORMATION		
Are any of the records covered by this item national security classified?		
GAO Approval Required	No	

Group Title	Facility and physical security records. : Personal identification credentials and cards.
Group Description	<p>Records about credential badges (such as smart cards) that are (1) based on the HSPD-12 standards for identification cards issued to Federal employees, contractors, and affiliates, and (2) used to verify the identity of individuals seeking physical access to Federally controlled Government facilities, and logical access to Government information systems. Also referred to as Common Access Cards (CAC) cards, Personal Identity Verification (PIV) cards, and Homeland Security Presidential Directive 12 (HSPD-12) credentials.</p> <p>Exclusion: Records of certain classes of Government employee identification cards, such as those covered under special-risk security provisions or 44 U.S.C. Section 3542, are covered by agency-specific schedules.</p>
DAA-GRS-2017-0006-0016	STATUS: INACTIVE - NOT FOR USE
ITEM GENERAL INFORMATION	
Item Title	Application and activation records.

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-GRS-2017-0006

Status: APPROVED
Date Approved: 05/31/2017
Last Modified: 11/07/2024

Item Description	<p>Applications and supporting documentation, such as chain-of-trust records, for identification credentials. Includes:</p> <ul style="list-style-type: none"> • application for identification card • a log of activities that documents who took the action, what action was taken, when and where the action took place, and what data was collected • lost or stolen credential documentation or police report <p>Note 1: Agencies must offer any records created prior to January 1, 1939, to the National Archives and Records Administration (NARA) before applying this disposition authority.</p> <p>Note 2: GRS 3.2, Information Systems Security Records, covers applications for access to information systems.</p>	
Is this item media neutral?	Yes	
Is this item a Big Bucket?		
MANUAL CITATION		
Agency Code	GRS 5.6, item 120	
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS		
Does this item supersede existing disposition authorities?	Yes	
	Superseded Items	
Superseded Item	Item Superseded in Part?	Explanation
GRS 11, dated 1952, item 4/A in part	Yes	GRS 11, dated 1952, item 4/A in part
GRS 11, dated 1952, item 4/B in part	Yes	GRS 11, dated 1952, item 4/B in part
N1-GRS-98-002 / 33 in part	Yes	N1-GRS-98-002 / 33 in part
Is this item a deviation from the GRS?	No	
DISPOSITION INSTRUCTION		
DO NOT USE. Superseded By: DAA-GRS-2021-0001-0005 on 05/30/2023.		
Final Disposition	Temporary	
Retention Period	Other: Destroy mandatory and optional data elements housed in the agency identity management system and printed on the identification card 6 years after terminating an employee or contractor's employment, but longer retention is authorized if required for business use.	
ADDITIONAL INFORMATION		
Are any of the records covered by this item national security classified?		

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-GRS-2017-0006

Status: APPROVED
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Last Modified: 11/07/2024

GAO Approval Required	No
DAA-GRS-2017-0006-0017	
STATUS: Active	
ITEM GENERAL INFORMATION	
Item Title	Cards.
Is this item media neutral?	Yes
Is this item a Big Bucket?	
MANUAL CITATION	
Agency Code	GRS 5.6, item 121
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS	
Does this item supersede existing disposition authorities?	No
Is this item a deviation from the GRS?	No
DISPOSITION INSTRUCTION	
Final Disposition	Temporary
Retention Period	Other: Destroy after expiration, confiscation, or return
ADDITIONAL INFORMATION	
Are any of the records covered by this item national security classified?	
GAO Approval Required	No

Group Title	Facility and physical security records.
DAA-GRS-2017-0006-0018	
STATUS: INACTIVE - NOT FOR USE	
ITEM GENERAL INFORMATION	
Item Title	Local facility identification and card access records.

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-GRS-2017-0006

Status: APPROVED
Date Approved: 05/31/2017
Last Modified: 11/07/2024

Item Description	<p>Temporary employee, contractor, and occasional visitor facility and network identification access card and identity management system records. Identification verification credentials issued by facility or building managers to provide local verification credentials and cards issued by facility or building managers to provide local identification and access. Includes:</p> <ul style="list-style-type: none"> • temporary identification cards issued to temporary employees, contractors, and occasional visitors who do not meet the FIPS 201 Standard requirements for PIV issuance • supplemental cards issued to access elevators • personnel identification records stored in an identity management system for temporary card issuance • parking permits <p>Note: Agencies must offer any records created prior to January 1, 1939, to the National Archives and Records Administration (NARA) before applying this disposition authority.</p>	
Is this item media neutral?	Yes	
Is this item a Big Bucket?		
MANUAL CITATION		
Agency Code	GRS 5.6, item 130	
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS		
Does this item supersede existing disposition authorities?	Yes	
	Superseded Items	
Superseded Item	Item Superseded in Part?	Explanation
GRS 11, dated 1952, item 4/A in part	Yes	GRS 11, dated 1952, item 4/A in part
GRS 11, dated 1952, item 4/B in part	Yes	GRS 11, dated 1952, item 4/B in part
N1-GRS-98-002 / 33 in part	Yes	N1-GRS-98-002 / 33 in part
Is this item a deviation from the GRS?	No	
DISPOSITION INSTRUCTION		
DO NOT USE. Superseded By: DAA-GRS-2021-0001-0006 on 05/30/2023.		
Final Disposition	Temporary	
Retention Period	Other: Destroy upon immediate collection once the temporary credential or card is returned for potential reissuance due to nearing expiration or not to exceed 6 months from time of issuance or when individual no longer requires access, whichever is sooner, but longer retention is authorized if required for business use.	

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-GRS-2017-0006

Status: APPROVED
Date Approved: 05/31/2017
Last Modified: 11/07/2024

ADDITIONAL INFORMATION	
Are any of the records covered by this item national security classified?	
GAO Approval Required	No
DAA-GRS-2017-0006-0019 STATUS: Active	
ITEM GENERAL INFORMATION	
Item Title	Sensitive Compartmented Information Facility (SCIF) accreditation records.
Item Description	Physical security plans for SCIF construction, expansion, or modification. Includes: <ul style="list-style-type: none"> • initial Fixed Facility Checklist • pre-accreditation inspection report • Construction Security Plan (CSP) • TEMPEST Checklist
Is this item media neutral?	Yes
Is this item a Big Bucket?	
MANUAL CITATION	
Agency Code	GRS 5.6, item 140
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS	
Does this item supersede existing disposition authorities?	No
Is this item a deviation from the GRS?	No
DISPOSITION INSTRUCTION	
Final Disposition	Temporary
Retention Period	Other: Destroy when SCIF receives final accreditation, but longer retention is authorized if required for business use.
ADDITIONAL INFORMATION	
Are any of the records covered by this item national security classified?	
GAO Approval Required	No
DAA-GRS-2017-0006-0020 STATUS: Active	
ITEM GENERAL INFORMATION	
Item Title	Sensitive Compartmented Information Facility (SCIF) inspection records.

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-GRS-2017-0006

Status: APPROVED
Date Approved: 05/31/2017
Last Modified: 11/07/2024

Item Description	Inspection records required by Intelligence Community Directive (ICD) 705. Includes: <ul style="list-style-type: none"> • Fixed Facility Checklists • accreditation authorization documents • inspection reports, including Technical Surveillance Counter Measures (TCSM) reports, for the entire period of SCIF accreditation • operating procedures • Special Security Officer/Contractor Special Security Officer (SSO/CSSO) appointment letters • memoranda of agreements (MOAs) • Emergency Action Plans • copies of any waivers granted by the Cognizant Security Authority (CSA) • co-utilization approvals
Is this item media neutral?	Yes
Is this item a Big Bucket?	
MANUAL CITATION	
Agency Code	GRS 5.6, item 150
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS	
Does this item supersede existing disposition authorities?	No
Is this item a deviation from the GRS?	No
DISPOSITION INSTRUCTION	
Final Disposition	Temporary
Retention Period	Other: Destroy when 5 years old or after SCIF has been de-accredited for at least one year, whichever occurs sooner, but longer retention is authorized if required for business use.
ADDITIONAL INFORMATION	
Are any of the records covered by this item national security classified?	
GAO Approval Required	No
DAA-GRS-2017-0006-0021	STATUS: INACTIVE - NOT FOR USE
ITEM GENERAL INFORMATION	
Item Title	Canine (K-9) service records.

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-GRS-2017-0006

Status: APPROVED
Date Approved: 05/31/2017
Last Modified: 11/07/2024

Item Description	Records documenting acquisition, training, activities, care, and retirement of canine partners. Includes: <ul style="list-style-type: none"> • acquisition records • breeder and lineage records • vaccination and medical history records • microchip number and identification records • deficiencies/remedies • training courses taken and resulting grades and certifications • initial report of positive detections and bite incidents • end-of-service documentation (through retirement or death)
Is this item media neutral?	Yes
Is this item a Big Bucket?	
MANUAL CITATION	
Agency Code	GRS 5.6, item 160
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS	
Does this item supersede existing disposition authorities?	No
Is this item a deviation from the GRS?	No
DISPOSITION INSTRUCTION	
DO NOT USE. This item is inactive because it was superseded by New Disposition Authority Number: DAA-GRS-2023-0007-0003 on 03/07/2024.	
Final Disposition	Temporary
Retention Period	Other: Destroy when superseded or obsolete, or 3 years after dog is released from service, whichever is sooner, but longer retention is authorized if required for business use.
ADDITIONAL INFORMATION	
Are any of the records covered by this item national security classified?	
GAO Approval Required	No

Group Title	Personnel security records. : Personnel security investigative reports.
Group Description	Investigative reports and related documents agencies create or use to support initial favorable eligibility determinations, fitness determinations, and periodic reinvestigations, or to implement a continuous evaluation program.
DAA-GRS-2017-0006-0022	STATUS: Active
ITEM GENERAL INFORMATION	
Item Title	Personnel suitability and eligibility investigative reports.

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-GRS-2017-0006

Status: APPROVED
Date Approved: 05/31/2017
Last Modified: 11/07/2024

Is this item media neutral?	Yes
Is this item a Big Bucket?	
MANUAL CITATION	
Agency Code	GRS 5.6, item 170
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS	
Does this item supersede existing disposition authorities?	Yes
	Superseded Items
Superseded Item	Item Superseded Explanation in Part?
NC1-GRS-80-001 / 23/B	No
Is this item a deviation from the GRS?	No
DISPOSITION INSTRUCTION	
Final Disposition	Temporary
Retention Period	Other: Destroy in accordance with the investigating agency instruction.
ADDITIONAL INFORMATION	
Are any of the records covered by this item national security classified?	
GAO Approval Required	No
DAA-GRS-2017-0006-0023	STATUS: Active
ITEM GENERAL INFORMATION	
Item Title	Reports and records created by agencies conducting investigations under delegated investigative authority.
Is this item media neutral?	Yes
Is this item a Big Bucket?	
MANUAL CITATION	
Agency Code	GRS 5.6, item 171
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS	
Does this item supersede existing disposition authorities?	No
Is this item a deviation from the GRS?	No
DISPOSITION INSTRUCTION	
Final Disposition	Temporary
Retention Period	Other: Destroy in accordance with delegated authority agreement or memorandum of understanding.
ADDITIONAL INFORMATION	

National Archives and Records Administration
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Records Schedule Number: DAA-GRS-2017-0006

Status: APPROVED
Date Approved: 05/31/2017
Last Modified: 11/07/2024

Are any of the records covered by this item national security classified?	
GAO Approval Required	No

Group Title	Personnel security records. : Personnel security and access clearance records.
Group Description	<p>Records about security clearances, and other clearances for access to Government facilities or to sensitive data, created to support initial favorable eligibility determinations, periodic reinvestigations, or to implement a continuous evaluation program. Includes:</p> <ul style="list-style-type: none"> • questionnaires • summaries of reports prepared by the investigating agency • documentation of agency adjudication process and final determination <p>Note: GRS 3.2, Information Systems Security Records, items 030 and 031, covers Information system access records.</p>

DAA-GRS-2017-0006-0024	STATUS: INACTIVE - NOT FOR USE
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ITEM GENERAL INFORMATION	
Item Title	Records of people not issued clearances.
Item Description	<p>Includes case files of applicants not hired.</p> <p>Exclusion: Copies of investigative reports covered in items 170 and 171.</p>
Is this item media neutral?	Yes
Is this item a Big Bucket?	

MANUAL CITATION	
Agency Code	GRS 5.6, item 180

SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS	
Does this item supersede existing disposition authorities?	No
Is this item a deviation from the GRS?	No

DISPOSITION INSTRUCTION	
DO NOT USE. Superseded By: DAA-GRS-2021-0001-0007 on 05/30/2023.	
Final Disposition	Temporary

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-GRS-2017-0006

Status: APPROVED
Date Approved: 05/31/2017
Last Modified: 11/07/2024

Retention Period	Other: Destroy 1 year after consideration of the candidate ends, but longer retention is authorized if required for business use.	
ADDITIONAL INFORMATION		
Are any of the records covered by this item national security classified?		
GAO Approval Required	No	
DAA-GRS-2017-0006-0025		STATUS: INACTIVE - NOT FOR USE
ITEM GENERAL INFORMATION		
Item Title	Records of people issued clearances.	
Item Description	Exclusion: Copies of investigative reports covered in items 170 and 171.	
Is this item media neutral?	Yes	
Is this item a Big Bucket?		
MANUAL CITATION		
Agency Code	GRS 5.6, item 181	
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS		
Does this item supersede existing disposition authorities?	Yes	
	Superseded Items	
Superseded Item	Item Superseded in Part?	Explanation
NC1-GRS-80-001 / 23/A	No	
Is this item a deviation from the GRS?	No	
DISPOSITION INSTRUCTION		
DO NOT USE. Superseded By: DAA-GRS-2021-0001-0008 on 05/30/2023.		
Final Disposition	Temporary	
Retention Period	Other: Destroy 5 years after employee or contractor relationship ends, but longer retention is authorized if required for business use.	
ADDITIONAL INFORMATION		
Are any of the records covered by this item national security classified?		
GAO Approval Required	No	

Group Title	Personnel security records.	
DAA-GRS-2017-0006-0026		STATUS: Active

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-GRS-2017-0006

Status: APPROVED
Date Approved: 05/31/2017
Last Modified: 11/07/2024

ITEM GENERAL INFORMATION		
Item Title	Index to the personnel security case files.	
Item Description	Lists or reports showing the current security clearance status of individuals.	
Is this item media neutral?	Yes	
Is this item a Big Bucket?		
MANUAL CITATION		
Agency Code	GRS 5.6, item 190	
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS		
Does this item supersede existing disposition authorities?	Yes	
	Superseded Items	
Superseded Item	Item Superseded in Part?	Explanation
NC1-GRS-80-001 / 22/C	No	
NC1-GRS-80-001 / 24	No	
Is this item a deviation from the GRS?	No	
DISPOSITION INSTRUCTION		
Final Disposition	Temporary	
Retention Period	Other: Destroy when superseded or obsolete.	
ADDITIONAL INFORMATION		
Are any of the records covered by this item national security classified?		
GAO Approval Required	No	
DAA-GRS-2017-0006-0027		STATUS: Active
ITEM GENERAL INFORMATION		
Item Title	Information security violations records.	

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-GRS-2017-0006

Status: APPROVED
Date Approved: 05/31/2017
Last Modified: 11/07/2024

Item Description	Case files about investigating alleged violations of executive orders, laws, or agency regulations on safeguarding national security information. Includes allegations referred to the Department of Justice or Department of Defense. Includes final reports and products.	
	Exclusion 1: Documents placed in Official Personnel Folders. GRS 2.2, Employee Management Records covers these records.	
	Exclusion 2: Records of any subsequent investigations are covered under agency-specific schedules, such as Office of the Inspector General schedules.	
Is this item media neutral?	Yes	
Is this item a Big Bucket?		
MANUAL CITATION		
Agency Code	GRS 5.6, item 200	
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS		
Does this item supersede existing disposition authorities?	Yes	
	Superseded Items	
Superseded Item	Item Superseded in Part?	Explanation
N1-GRS-98-002 / 31	No	
NC1-GRS-81-008 / 1/A	No	
Is this item a deviation from the GRS?	No	
DISPOSITION INSTRUCTION		
Final Disposition	Temporary	
Retention Period	Other: Destroy 5 years after close of case or final action, whichever occurs sooner, but longer retention is authorized if required for business use.	
ADDITIONAL INFORMATION		
Are any of the records covered by this item national security classified?		
GAO Approval Required	No	

Group Title	Insider threat records.
DAA-GRS-2017-0006-0028	STATUS: Active
ITEM GENERAL INFORMATION	

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-GRS-2017-0006

Status: APPROVED
Date Approved: 05/31/2017
Last Modified: 11/07/2024

Item Title	Insider threat administrative and operations records.
Item Description	<p>Records about insider threat program and program activities. Includes:</p> <ul style="list-style-type: none"> • correspondence related to data gathering • briefing materials and presentations • status reports • procedures, operational manuals, and related development records • implementation guidance • periodic inventory of all information, files, and systems owned • plans or directives and supporting documentation, such as: <ul style="list-style-type: none"> o independent and self-assessments o corrective action plans o evaluative reports <p>Note: GRS 2.6, Employee Training Records, covers records on mandatory employee training about insider threats.</p>
Is this item media neutral?	Yes
Is this item a Big Bucket?	
MANUAL CITATION	
Agency Code	GRS 5.6, item 210
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS	
Does this item supersede existing disposition authorities?	No
Is this item a deviation from the GRS?	No
DISPOSITION INSTRUCTION	
Final Disposition	Temporary
Retention Period	Other: Destroy when 7 years old, but longer retention is authorized if required for business use.
ADDITIONAL INFORMATION	
Are any of the records covered by this item national security classified?	
GAO Approval Required	No
DAA-GRS-2017-0006-0029	STATUS: Active
ITEM GENERAL INFORMATION	
Item Title	Insider threat inquiry records.

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-GRS-2017-0006

Status: APPROVED
Date Approved: 05/31/2017
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Item Description	Records about insider threat program inquiries initiated or triggered due to derogatory information or occurrence of an anomalous incident. Includes initiated and final reports, referrals, and associated data sets. Exclusion: Records of any subsequent investigations are covered under agency-specific schedules, such as Office of the Inspector General schedules.
Is this item media neutral?	Yes
Is this item a Big Bucket?	
MANUAL CITATION	
Agency Code	GRS 5.6, item 220
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS	
Does this item supersede existing disposition authorities?	No
Is this item a deviation from the GRS?	No
DISPOSITION INSTRUCTION	
Final Disposition	Temporary
Retention Period	Other: Destroy 25 years after close of inquiry, but longer retention is authorized if required for business use.
ADDITIONAL INFORMATION	
Are any of the records covered by this item national security classified?	
GAO Approval Required	No
DAA-GRS-2017-0006-0030 STATUS: Active	
ITEM GENERAL INFORMATION	
Item Title	Insider threat information.
Item Description	Data collected and maintained by insider threat programs undertaking analytic and risk-based data collection activities to implement insider threat directives and standards. Includes, but is not limited to: <ul style="list-style-type: none"> • Counterintelligence and security information <ul style="list-style-type: none"> o personnel security files o polygraph examination reports o facility access records, including visitor records o security violation files o travel records o foreign contact reports o financial disclosure filings

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- o referral records
- o intelligence records
- Information assurance information
- o personnel usernames and aliases
- o levels of network access
- o levels of physical access
- o enterprise audit data which is user attributable
- o unauthorized use of removable media
- o print logs
- Human resources information
- o personnel files
- o payroll and voucher files
- o outside work and activities requests
- o disciplinary files
- o personal contact records
- o medical records/data
- Investigatory and law enforcement information
- o statements of complainants, informants, suspects, and witnesses
- o agency, bureau, or department data
- Public information
- o court records
- o private industry data
- o personal biographical and identification data, including U.S. Government name check data
- o generic open source and social media data

Exclusion: Case files of any subsequent investigations are covered under agency-specific schedules, such as Office of the Inspector General schedules.

Is this item media neutral? Yes

Is this item a Big Bucket?

MANUAL CITATION

Agency Code GRS 5.6, item 230

SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS

Does this item supersede existing disposition authorities? No

Is this item a deviation from the GRS? No

DISPOSITION INSTRUCTION

Final Disposition Temporary

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-GRS-2017-0006

Status: APPROVED
Date Approved: 05/31/2017
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Retention Period	Other: Destroy when 25 years old, but longer retention is authorized if required for business use.
ADDITIONAL INFORMATION	
Are any of the records covered by this item national security classified?	
GAO Approval Required	No
DAA-GRS-2017-0006-0031	STATUS: Active
ITEM GENERAL INFORMATION	
Item Title	Insider threat user activity monitoring (UAM) data.
Item Description	<p>User attributable data collected to monitor user activities on a network to enable insider threat programs and activities to:</p> <ul style="list-style-type: none"> • identify and evaluate anomalous activity involving National Security Systems (NSS) • identify and assess misuse (witting or unwitting), or exploitation of NSS by insiders • support authorized inquiries and investigations <p>Exclusion: Records of any subsequent investigations are covered under agency-specific schedules, such as Office of the Inspector General schedules.</p> <p>Legal authority: CNSSD No. 504, 4 February 2014</p>
Is this item media neutral?	Yes
Is this item a Big Bucket?	
MANUAL CITATION	
Agency Code	GRS 5.6, item 240
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS	
Does this item supersede existing disposition authorities?	No
Is this item a deviation from the GRS?	No
DISPOSITION INSTRUCTION	
Final Disposition	Temporary
Retention Period	Other: Destroy no sooner than 5 years after inquiry has been opened, but longer retention is authorized if required for business use.
ADDITIONAL INFORMATION	
Are any of the records covered by this item national security classified?	

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

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GAO Approval Required	No
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National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-GRS-2017-0006

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Date Approved: 05/31/2017
Last Modified: 11/07/2024

Signatory Information

Action	User	Date
Approve	David Ferriero	05/31/2017