

## Request for Records Disposition Authority

Records Schedule Number           DAA-0434-2016-0004  
Schedule Status                    Approved  
  
Agency or Establishment           Department of Energy  
Record Group / Scheduling Group   General Records of the Department of Energy  
Records Schedule applies to       Department-wide  
Schedule Subject                   Modified Security Screening Process (MSSP)  
Internal agency concurrences will be provided   No

Background Information           The Modified Security Screening Process (MSSP) provides an alternative for screening DOE employees – Federal and contractor – who have approved implanted medical devices that may otherwise alarm during the standard DOE security screening process. The modified process avoids harm to approved employees who might otherwise be harmed during the standard security screening. MSSP records are maintained for DOE employees who are approved for the modified security screening.

### 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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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

## Outline of Records Schedule Items for DAA-0434-2016-0004

Sequence Number
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1	Modified Security Screening Files Disposition Authority Number: DAA-0434-2016-0004-0001
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## Records Schedule Items

Sequence Number	
1	<p data-bbox="345 380 821 411"><b>Modified Security Screening Files</b></p> <p data-bbox="345 436 1149 468">Disposition Authority Number      <b>DAA-0434-2016-0004-0001</b></p> <p data-bbox="345 493 1520 674">Includes records such as the Modified Security Screening Lists (MSSLs) generated and updated, as appropriate or required, listing approved employees by full name and with their screening level exemptions. Additional records may include associated MSSL references and communications, such as email exchanges with the DOE security office related to the MSSL submission.</p> <p data-bbox="345 699 919 730">Final Disposition                      <b>Temporary</b></p> <p data-bbox="345 753 850 785">Item Status                                <b>Active</b></p> <p data-bbox="345 808 818 840">Is this item media neutral?            <b>Yes</b></p> <p data-bbox="345 863 805 982">Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?      <b>No</b></p> <p data-bbox="345 1026 659 1058"><b>Disposition Instruction</b></p> <p data-bbox="345 1081 1273 1113">Cutoff Instruction                        <b>Cut off annually in year superseded.</b></p> <p data-bbox="345 1136 1419 1167">Transfer to Inactive Storage            <b>Transfer to inactive storage when superseded.</b></p> <p data-bbox="345 1190 1256 1222">Retention Period                         <b>Destroy 3 year(s) after superseded</b></p> <p data-bbox="345 1266 656 1297"><b>Additional Information</b></p> <p data-bbox="345 1320 951 1352">GAO Approval                              <b>Not Required</b></p>

## 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
05/23/2016	Certify	Maria Levesque	Director of Records Management Services	Office of the Chief Information Officer - Records Management Program Office
07/06/2016	Return for Revision	Steven Rhodes	Senior Appraisal Archivist	National Archives and Records Administration - Records Management Services
08/04/2016	Submit For Certification	Troy Manigault	Director, Records Management Division	Office of the Chief Information Officer - Records Management Division
08/05/2016	Certify	Maria Levesque	Director of Records Management Services	Office of the Chief Information Officer - Records Management Program Office
10/14/2016	Submit for Concurrence	Steven Rhodes	Senior Appraisal Archivist	National Archives and Records Administration - Records Management Services
10/17/2016	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
10/18/2016	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
10/20/2016	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist

## Executive Summary

### Summary

The Department of Energy requests disposition authority for records relating to modified security screening processes and procedures for special needs personnel. These records have temporary value because they have little or no research value.

### Permanent Item Numbers

### Federal Register Notice

Required

### Publication Date

2016-09-09

### Copies Requested

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### Comments Received

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