

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> (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

<b>LEAVE BLANK (NARA use only)</b>	
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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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 11-24-04	ARCHIVIST OF THE UNITED STATES <i>John W. Paul</i>

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, <input checked="" type="checkbox"/> is not required; <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.		
DATE 05/13/04	SIGNATURE OF AGENCY REPRESENTATIVE <i>Sandra Liddell</i> Sandra Liddell 202-307-3467	TITLE SARR, Records Officer

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 GRS OR SUPERSEDED JOB CITATION	10.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 NUMUSA*

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.