Request for Records Disposition Authority

Records Schedule Number	DAA-0330-2015-0005
Schedule Status	Approved
Agency or Establishment	Office of the Secretary of Defense
Record Group / Scheduling Group	Records of the Office of the Secretary of Defense
Records Schedule applies to	Major Subdivsion
Major Subdivision	CHIEF INFORMATION OFFICER, for the DEPARTMENT OF DEFENSE (DoD CIO)
Minor Subdivision	DOD CYBER CRIME CENTER (DC3)
Schedule Subject	DEFENSE INDUSTRIAL BASE (DIB) CYBER SECURITY/ INFORMATION ASSURANCE RECORDS (DIB CS/IA)
Internal agency concurrences will be provided	No
Background Information	DIB CS/IA is a DoD program designed to enhance and supplement DIB participants' capabilities to safeguard DoD information that resides on, or transits, DIB unclassified networks and information systems by sharing cyber threat information and collaboration between DoD and industry.

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
3	0	3	0

GAO Approval

Outline of Records Schedule Items for DAA-0330-2015-0005

Sequence Number	
1	Defense Industrial Base (DIB) Cyber Security/Information Assurance System Data base
1.1	Defense Industrial Base (DIB) Cyber Security/Information Assurance System Da tabase Master Files Disposition Authority Number: DAA-0330-2015-0005-0001
2	Cybersecurity Assessments Disposition Authority Number: DAA-0330-2015-0005-0002
3	Cyber Incident Response and Analysis Disposition Authority Number: DAA-0330-2015-0005-0003

Records Schedule Items

Sequence Number	
1	Defense Industrial Base (DIB) Cyber Security/Information Assurance System Database When cyber incident reports are received, DoD Cyber Crime Center (DC3) personnel analyze the information for cyber threats and vulnerabilities in order to develop response measures as well as improve U.S. Government and DIB understanding of advanced cyber threat activity. DoD may work with a DIB company on a more detailed, digital forensics analysis or damage assessment, which may include sharing of additional electronic media/files or information regarding the incident or the affected systems, networks, or information. INPUTS: Include but are not limited to Defense Industrial Base (DIB) company point of contact information includes name, company name and mailing address, work division/group, work email, and work telephone number, incident reports received from DIB participants. OUTPUTS: Ad-hoc reports and metrics records created on an ad hoc basis for reference purposes or to meet day-to-day business needs. (GRS 20 Item16) Cyber Incident Response and Analysis, reports consisting of assessments, analysis of cyber incident report data information relevant to the potential or known compromise of DIB partner information systems including trend analysis and extrapolation. (GRS 20, Item 5) SYSTEM INTERFACES: N/A System documentation will be kept in accordance with (GRS 11a(1))
1.1	Defense Industrial Base (DIB) Cyber Security/Information Assurance System Database Master Files Disposition Authority Number: DAA-0330-2015-0005-0001 The Defense Industrial Base (DIB) Cyber Security/Information Assurance records (DIB CS/IA) are used to assess vulnerabilities and threat to the elements of the defense and supporting non-defense information infrastructures that are essential to the operations of the Department. The master file include but are not limited company point of contact information includes name, company name and mailing address, work division/group, work email, and work telephone number (known as DIB Participant Information), Cyber Intrusion Damage Assessments, including Initial and Follow-up incident reports. Final Disposition: Temporary Item Status: Active Is this item media neutral?: Yes Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?: Yes

	Do any of the records covered by this item exist as structured electronic data?	Yes
	Disposition Instruction	
	Retention Period	Master file consisting of DIB Participant Information: Temporary; Destroy 3 years after the participating company withdraws from the program, closes or goes out of business.
	Additional Information	
	GAO Approval	Not Required
2	**Cybersecurity Assessments**	
	Disposition Authority Number	DAA-0330-2015-0005-0002
	Initial, Follow-up incident reports and Cyber Intrusion Damage Assessments	
	Final Disposition	Temporary
	Item Status	Active
	Is this item media neutral?	Yes
	Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	Yes
	Do any of the records covered by this item exist as structured electronic data?	Yes
	Disposition Instruction	
	Cutoff Instruction	Close files annually
	Retention Period	Destroy 10 year(s) after cut off
	Additional Information	
	GAO Approval	Not Required
3	**Cyber Incident Response and Analysis**	
	Disposition Authority Number	DAA-0330-2015-0005-0003
	Reports consisting of assessments, analysis of incident report data information relevant to the potential or known compromise of DIB partner information systems including trend analysis and extrapolation.	
	Final Disposition	Temporary
	Item Status	Active

Is this item media neutral?	Yes
Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	Yes
Do any of the records covered by this item exist as structured electronic data?	Yes

Disposition Instruction

Cutoff Instruction	Close files annually
Retention Period	Destroy 10 year(s) after cut off

Additional Information

GAO Approval	Not Required

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
02/23/2015	Certify	Luz Ortiz	OSD Records Manager	Department of Defense - Office of the Secretary of Defense
08/10/2015	Submit for Concurrence	Sebastian Welch	Appraiser	National Archives and Records Administration - Records Management Services
08/10/2015	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Serivces
08/11/2015	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
08/12/2015	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist