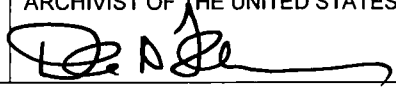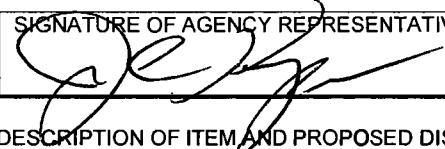| REQUEST FOR RECORDS DISPOSITION AUTHORITY	JOB NUMBER N1-065-_09-18_

To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001	Date received _5/18/09_

1 FROM (Agency or establishment) **Department of Justice**	**NOTIFICATION TO AGENCY**
2 MAJOR SUBDIVISION **Federal Bureau of Investigation**	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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10
3 MINOR SUBDIVISION **Critical Incident Response Group**	

4 NAME OF PERSON WITH WHOM TO CONFER Tammy J. Strickler	5 TELEPHONE NUMBER 540-868-4363	DATE 7 DEC 09	ARCHIVIST OF THE UNITED STATES

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 __1__page(s) are not needed now for the business for 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,

X is not required   ☐ is attached, or   ☐ has been requested

DATE _5/11/2009_	SIGNATURE OF AGENCY REPRESENTATIVE	TITLE Chief, Records Automation Section (for) Agency Records Officer

7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	National Assets Response Unit (NARU) Collaboration Tool Initiative (NCTI) System The NARU Collaboration Tool Initiative (NCTI), also known as Collabworx, is a classified application that is accessible via the classified Federal Bureau of Investigation network (FBINET) and the Secret Internet Protocol Router Network (SIPRNet) used for interagency communications and collaboration during all Weapons of Mass Destruction (WMD) Render Safe operations.		

115-109   PREVIEW EDITION NOT USABLE   **STANDARD FORM 115** (REV 3-91)
Prescribed by NARA 36 CFR 1228

National Assets Response Unit (NARU)
Collaboration Tool Initiative (NCTI) System

The NARU Collaboration Tool Initiative (NCTI), also known as Collabworx, is the primary interagency communications and collaboration tool for use during all Weapons of Mass Destruction (WMD) Render Safe operations. NCTI, or Collabworx, is a classified application that is accessible via FBINET and SIPRNET for trained and authorized personnel. Collabworx permits WMD Render Safe personnel from different agencies to simultaneously maintain situational awareness during a WMD Render Safe Operation.

The NCTI's mission is to provide a limited authorized user base access to Execution Checklists, Interagency Event Logs, chat rooms, reference documents and manifests, bulletin boards, white boards, and application sharing utilities in support of Render Safe operations and National Special Security Events (NSSE). NCTI equipment is configured to ensure 24/7 operation to support the Render Safe mission requirements with no dependencies outside of FBINET and SIPRNET connectivity.

1. Field Office Exercise Files.
Includes all communications logs, training and test plans, documentation of the testing, and after action reports
DISPOSITION Temporary Cutoff annually Destroy 3 years after final after action reports were completed for each exercise

2. National-Level Exercise Files.
Includes all communications logs, training and test plans, documentation of the testing, and after action reports
DISPOSITION Temporary Cutoff annually Destroy 10 years after final after action reports were completed for each exercise

3. Actual Response Files.
Includes all communications logs, documentation of the directed actions, and after action reports relating to actual response to a Weapons of Mass Destruction event *and other major events like inaugurations,*
DISPOSITION PERMANENT Cutoff when incident response is closed Transfer to the *political conventions,*
National Archives 20 years after cutoff, in a format mutually agreed to be used at the time of *and funerals of*
transfer *Presidents.*

Related Records

4. Audit Records The audit log contains information such as the date and time of entries, updates, system inquiries, etc
DISPOSITION Cutoff annually Destroy/delete after 25 years

5. Backups of NCTI. Backups are maintained for potential system/server restoration in the event of a system/server failure or other unintentional loss of data
Disposition Delete/destroy/overwrite incremental backup media when superseded by a full backup
Disposition Delete/destroy/overwrite full backup media when the second subsequent full backup is verified as successful

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6. System Documentation. Specification, design criteria, codebooks, record layouts, user guides, search tools and their dates of usage, change management requests, data dicitionaries, and related information
DISPOSITION ~~Delete/destroy when superseded or obsolete, or upon authorized deletion of the related data set~~ *PERMANENT. Transfer to NARA with related data.*

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