

Request for Records Disposition Authority (See Instructions on reverse)		Leave Blank (NARA Use Only)	
To National Archives and Records Administration (NIR) Washington, DC 20408		Job Number N1-016-09-3	
1 From (Agency or establishment) Department of Agriculture		Date Received 9-25-09	
2 Major Subdivision Departmental Administration		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
3 Minor Subdivision Office of Security Services			
4 Name of Person with whom to confer Diana Avery	5 Telephone (include area code) 202-720-1308	Date _____ Archives of the United States <i>[Signature]</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

is not required is attached has been requested

Signature of Agency Representative <i>Colleen C. Douglas</i>	Title Senior Departmental Records Officer	Date (mm/dd/yyyy) 9/23/09
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7 Item Number	8 Description of Item and Proposed Disposition	9 GRS or Superseded Job Citation	10 Action taken (NARA Use Only)
	Departmental Administration Record Group 16 Geographical Information Security System (GeoSIS) SEE STTACHED		

AGENCY: U.S. Department of Agriculture (USDA)

OFFICE: Departmental Administration, Office of Security Services

NAME OF SYSTEM: Geo Security Information System (GeoSIS)

DESCRIPTION: GeoSIS is a tool used for the management and tracking of the U.S. Department of Agriculture Critical Infrastructure by utilizing geospatial and physical security data records. GeoSIS is a database repository used by the Office of Homeland Security and Emergency Coordination – Physical Security Division for analysis and decision support to meet Homeland Security Presidential Directive (HSPD) 7 and HSPD 9 and ensure the safety of USDA’s critical facilities.

Input

Data entered into the system by the USDA agency users and electronic and paper inputs consisting of threat vulnerability, threat probability, risk assessment, facilities, event type, engine type, critical threat, countermeasures, calendar, asset category, GSA agency, GSA region and mission.

~~Item 1: Hardecopy.~~

~~Disposition. **TEMPORARY.** Destroy after the information has been converted to an electronic medium and verified, when no longer needed for legal or audit purposes. **GRS 20, item 2a(4)**~~

~~Item 2: Electronic copy.~~

~~Disposition. **TEMPORARY.** Delete when data have been entered into the master file or database and verified, or when no longer needed to support reconstruction of, or serve as backup to, the master file or database, whichever is later. **GRS 20, item 2(c)**~~

Item 3: Master File.

Data input includes USDA agency users, onsite facility risk assessments and physical security data. The system stores information about the assets of USDA facility operational risks utilizing geospatial and physical security data.

DISPOSITION: TEMPORARY. Cut off at the end of the calendar year. Delete/destroy 10 years after cutoff date or when no longer needed for administrative, legal, and audit purposes.

~~Item 4: Output~~

~~Reports both canned and ad hoc.~~

~~Disposition. **TEMPORARY.** Delete when the agency determines that they are no longer needed for administrative, legal, audit, or other operational purposes. **GRS 20, item 6**~~

Item 5: System Documentation

~~Data systems specifications, file specifications, codebooks, record layouts, user guides, output specifications, and final reports (regardless of medium) relating to a master file, database or other electronic records.~~

~~Disposition. **TEMPORARY.** Destroy or delete upon authorized deletion of the related electronic records or upon the destruction of the output of the system if the output is needed to protect legal rights, whichever is later. **GRS 20, item 11(a)(1)**~~