

Request for Records Disposition Authority

Records Schedule Number: DAA-0127-2013-0029
Schedule Status: Returned Without Action
Agency or Establishment: Department of the Navy
Record Group / Scheduling Group: Records of the U.S. Marine Corps
Records Schedule Applies to: Major Subdivision
Major Subdivision: US MARINE CORPS
Minor Subdivision: ADMINISTRATION AND RESOURCE DIVISION
Schedule Subject: SSIC 3850
Counterintelligence (CI) and Human Intelligence (HUMINT)
Equipment Program (CIHEP)
Internal agency concurrences will be provided: Yes

Background Information: The Counterintelligence (CI) and Human Intelligence (HUMINT) Equipment Program (CIHEP) is a suite of modules used by CI/HUMINT Companies (CIHCo) in Intelligence Battalions to collect, receive, process, and disseminate CI/HUMINT information from overt, controlled, sensitive, technical, tactical, CI/Force Protection, and HUMINT operations.

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
0	0	0	5

GAO Approval

Outline of Records Schedule Items for DAA-0127-2013-0029

Sequence Number	
1	Counterintelligence (CI) and Human Intelligence (HUMINT) Equipment Program (CIHEP) Disposition Authority Number: DAA-0127-2013-0029-0001
2	Counterintelligence (CI) and Human Intelligence (HUMINT) Equipment Program (CIHEP)
2.1	(CIHEP) MASTER FILES Disposition Authority Number: DAA-0127-2013-0029-0002
2.2	(CIHEP) INPUT FILES Disposition Authority Number: DAA-0127-2013-0029-0003
2.3	(CIHEP) OUTPUT FILES Disposition Authority Number: DAA-0127-2013-0029-0004
2.4	DOCUMENTATION Disposition Authority Number: DAA-0127-2013-0029-0005

Returned Without Action

Records Schedule Items

Sequence Number					
1	<p>Counterintelligence (CI) and Human Intelligence (HUMINT) Equipment Program (CIHEP)</p> <p>Disposition Authority Number DAA-0127-2013-0029-0001</p> <p>CIHEP is a set of modular components centered around the Data Processing module (DPM) that provides the central node for CI/HUMINT processing within each HUMINT Exploitation Team (HET). Each HET collects information using CIHEP and enters information into the DPM for processing, analysis, and transmitted using a local Tactical Data Network (TDN), the Tactical Satellite Communication Set (TSCS) tactical radio or Commercial Satellite Communication Set (CSCS). Inclusive dates: from 20110701 ongoing.</p> <p>Final Disposition Temporary</p> <p>Item Status Withdrawn</p> <p>Is this item media neutral? Yes</p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes</p> <p>Do any of the records covered by this item exist as structured electronic data? Yes</p> <table border="1" data-bbox="370 1245 1521 1419"> <thead> <tr> <th data-bbox="370 1245 943 1289">Manual Citation</th> <th data-bbox="943 1245 1521 1289">Manual Title</th> </tr> </thead> <tbody> <tr> <td data-bbox="370 1289 943 1419">SSIC 3850</td> <td data-bbox="943 1289 1521 1419">COUNTERINTELLIGENCE (CI)/ COUNTERTERRORISM (CT) RECORDS</td> </tr> </tbody> </table> <p>Disposition Instruction</p> <p>Cutoff Instruction Destroy 180 days after completion of the mission or when no longer needed, whichever is later.</p> <p>Retention Period Destroy 180 days after completion of the mission or when no longer needed, whichever is later.</p> <p>Additional Information</p> <p>GAO Approval Not Required</p> <p>2 Counterintelligence (CI) and Human Intelligence (HUMINT) Equipment Program (CIHEP)</p>	Manual Citation	Manual Title	SSIC 3850	COUNTERINTELLIGENCE (CI)/ COUNTERTERRORISM (CT) RECORDS
Manual Citation	Manual Title				
SSIC 3850	COUNTERINTELLIGENCE (CI)/ COUNTERTERRORISM (CT) RECORDS				

Retained Without Action

The Counterintelligence (CI) and Human Intelligence (HUMINT) Equipment Program (CIHEP) is a suite of modules used by CI/HUMINT Companies (CIHCo) in Intelligence Battalions to collect, receive, process, and disseminate CI/HUMINT information from overt, controlled, sensitive, technical, tactical, CI/Force Protection, and HUMINT operations. CIHEP is a set of modular components centered around the Data Processing Module (DPM) that provides the central node for CI/HUMINT processing within each HUMINT Exploitation Team (HET). Each HET collects information using CIHEP and enters information into the DPM for processing, analysis, and transmitted using a local Tactical Data Network (TDN), the Tactical Satellite Communication Set (TSCS) tactical radio or Commercial Satellite Communication Set (CSCS).

2.1

(CIHEP) MASTER FILES

Disposition Authority Number DAA-0127-2013-0029-0002

Data elements include, but are not limited to, the collection of tactical intelligence and counterintelligence information in raw form.

Final Disposition Temporary

Item Status Withdrawn

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

Manual Citation	Manual Title
SSIC 3850	COUNTERINTELLIGENCE (CI)/ COUNTERTERRORISM (CT) RECORDS

Disposition Instruction

Cutoff Instruction Destroy 180 days after completion of the mission or when no longer needed, whichever is later.

Retention Period Destroy 180 days after completion of the mission or when no longer needed, whichever is later.

Additional Information

GAO Approval Not Required

2.2

(CIHEP) INPUT FILES

Returned Without Action

Disposition Authority Number DAA-0127-2013-0029-0003

Data sources and their data elements or information include, but are not limited to, handwritten notes, electronic notes, captured material, scanned documents and photos, digital still imagery, digital video, voice recordings, etc.

Final Disposition Temporary

Item Status Withdrawn

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than email and word processing? Yes

Do any of the records covered by this item exist as structured electronic data? Yes

Manual Citation	Manual Title
SSIC 3850	COUNTERINTELLIGENCE (CI)/ COUNTERTERRORISM (CT) RECORDS

Disposition Instruction

Cutoff Instruction Delete when data has been entered into the master file or database or verified, or when no longer required to support reconstruction of, or serve as backup to, a master file or database, whichever is later. (GRS 20.2c) [NOTE: This schedule does not grant authority for the disposition of the electronic systems that serve as the data source.]

Retention Period Delete when data has been entered into the master file or database or verified, or when no longer required to support reconstruction of, or serve as backup to, a master file or database, whichever is later. (GRS 20.2c) [NOTE: This schedule does not grant authority for the disposition of the electronic systems that serve as the data source.]

Additional Information

GAO Approval Not Required

(CIHEP) OUTPUT FILES

Disposition Authority Number DAA-0127-2013-0029-0004

Returned Without Action

2.3

Output records occur in the form of electronic mail with reports as attachments sent via encrypted circuits to the Intelligence Analysis System Family of Systems (IAS FoS).

Final Disposition Temporary

Item Status Withdrawn

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

Manual Citation	Manual Title
SSIC 3850	COUNTERINTELLIGENCE (CI)/ COUNTERTERRORISM (CT) RECORDS

Disposition Instruction

Cutoff Instruction
 Unscheduled records are to be maintained as permanent records until a legal disposition is determined by NARA. Apply previously approved retentions to scheduled records. NOTE: This schedule does not grant authority for the disposition of the electronic systems that receive information from this system.

Retention Period
 Unscheduled records are to be maintained as permanent records until a legal disposition is determined by NARA. Apply previously approved retentions to scheduled records. NOTE: This schedule does not grant authority for the disposition of the electronic systems that receive information from this system.

Additional Information

GAO Approval Not Required

DOCUMENTATION

Disposition Authority Number DAA-0127-2013-0029-0005

Documentation includes but is not limited to user manual, system specifications, file specifications, and other specifications.

Returned Without Action

2.4

Final Disposition Temporary
 Item Status Withdrawn
 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

Manual Citation	Manual Title
SSIC 2850	COUNTERINTELLIGENCE (CI)/ COUNTERTERRORISM (CT) RECORDS

Disposition Instruction
 Cutoff Instruction 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 20.1a(4))
 Retention Period .Documentation includes but is not limited to user manual, system specifications, file specifications, and other specifications.
 Additional Information
 GAO Approval Not Required

Returned Without Action

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
09/30/2013	Certify	Matthew Staden	Department of the Navy	Sec Nav/DON/AA - Record Report and Directives Management Division
04/10/2014	Returned Without Action	Steven Rhodes	Appraiser	National Archives and Records Administration - Records Management Services

Returned Without Action