

Request for Records Disposition Authority

Records Schedule Number DAA-0526-2010-0001

Schedule Status Modified Approved Version

Agency or Establishment Department of the Navy

Record Group / Scheduling Group Records of the Naval Criminal Investigative Service

Records Schedule applies to Major Subdivision

Major Subdivision Chief of Naval Operations (CNO)

Minor Subdivision Director Navy Staff (DNS)

Schedule Subject NCIS Security Training, Assistance, Assessment Team (STAAT)
Vulnerability Assessments

Internal agency concurrences will be provided No

Background Information CNO (N09N2) is responsible for implementing the Department of Defense (DoD) Information Security Program within the Department of the Navy (DON) SECNAVINST 5510 36 is the DON's implementation. A review of policy and guidance for use and maintenance of NCIS Security Training, Assistance, Assessment records (SSIC 5522) has generated a requirement for a new disposition.

These records are created by NCIS offices only

Signed by Deborah Johnson, Deputy Assistant Director, Code 21
Program Manager & Norm Kiger, General Counsel

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
1	0	1	0

GAO Approval

Outline of Records Schedule Items for DAA-0526-2010-0001

Sequence Number

1	Naval Criminal Investigative Service (NCIS) Security Training, Assistance, Assessment Team (STAAT) vulnerability assessments Disposition Authority Number DAA-0526-2010-0001-0001
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Records Schedule Items

Sequence Number		
1	<p>Naval Criminal Investigative Service (NCIS) Security Training, Assistance, Assessment Team (STAAT) vulnerability assessments</p> <p>Disposition Authority Number DAA-0526-2010-0001-0001</p> <p>Reports of assessments and surveys conducted to provide fleet commanders, Navy regional operational commanders and Marine Corps area and component commanders a basis for determining vulnerability to a terrorist attack and identify antiterrorism measures to protect personnel from terrorist attacks at a port, airfield, hotel, residence, facility, or other site. Vulnerability assessments and surveys may include other related correspondence. Files shall be forwarded to NCIS HQ for inclusion in the Records Information Management System (RIMS).</p> <p>Final Disposition Temporary</p> <p>Item Status Active</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? No</p> <p>Do any of the records covered by this item exist as structured electronic data? No</p>	
	Manual Citation	Manual Title
	5522 2	SECNAV Manual 5210 1 CH-1
	Disposition Instruction	
	Cutoff Instruction	Cut off annually on 31 December
	Transfer to Inactive Storage	Transfer to Non-NARA storage facility
	Retention Period	Destroy 25 year(s) after <i>cut off</i> .
	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
09/23/2010	Certify	Charley Barth	Director of Records	Chief of Naval Operations (CNO) - Director Navy Staff (DNS)
04/12/2011	Submit for Concurrency	Steven Rhodes	Archives Specialist	National Archives and Records Administration - Records Management Services
04/21/2011	Concur	Laurence Brewer	Director, NWML	National Archives and Records Administration - Records Management Services
04/25/2011	Concur	Julie Hunsaker	Deputy Director	National Archives and Records Administration - National Records Management Program
04/27/2011	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist