

Request for Records Disposition Authority

Records Schedule Number DAA-0026-2013-0005
 Schedule Status Approved

 Agency or Establishment U S Coast Guard
 Record Group / Scheduling Group Records of the U S Coast Guard
 Records Schedule applies to Agency-wide
 Schedule Subject WatchKeeper
 Internal agency concurrences will be provided No

Background Information WatchKeeper (WK) is the Interagency Operation Center (IOC) Information Management System. WK is an enterprise Command, Control, Communications, Computers, and Information Technology Systems (C4IT) asset that enhances Coast Guard and Port Partner mission performance. The WatchKeeper system is based on existing capabilities and is designed to loosely couple CG enterprise components and data sources. Key capabilities of WK are the integration of business rules, data consolidation, information sharing, and workflow using automation, supporting joint planning for vessel arrivals and security activities among key interagency partners, and composing and maintaining a situational picture. WK consumes and aggregates authoritative intelligence from existing interagency data sources. WatchKeeper primarily pulls information from other data sources and is not a data repository for data residing on other sources. Instead, WK is a portal that pulls relevant information from multiple authoritative data sources so that it may be used together to improve awareness, operations, and operations planning. The three primary operational capabilities of WK are integrated vessel targeting, operations planning, and operations monitoring.

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
4	0	4	0

GAO Approval

Outline of Records Schedule Items for DAA-0026-2013-0005

Sequence Number	
1	SSIC 16150 Mission Records Disposition Authority Number DAA-0026-2013-0005-0001
2	SSIC 16600 Event Records Disposition Authority Number DAA-0026-2013-0005-0002
3	SSIC 16630 Vessel Vetting and Clearance Records Disposition Authority Number DAA-0026-2013-0005-0003
4	System Development Records Disposition Authority Number DAA-0026-2013-0005-0006

Records Schedule Items

Sequence Number					
1	<p>SSIC 16150 Mission Records</p> <p>Disposition Authority Number DAA-0026-2013-0005-0001</p> <p>All data elements of the 'Missions' and 'Law Enforcement' data groups. The data being retained pertains to the execution of Missions, such as joint drug interdictions, port state control exams, and search and rescues. The Mission data is shared between the USCG and its port partners within the USCG Areas of Responsibility (AOR). The data is electronic information.</p> <p>Final Disposition Temporary</p> <p>Item Status Active</p> <p>Is this item media neutral? No</p> <p>Explanation of limitation Electronic only</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" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%;">Manual Citation</th> <th style="width: 50%;">Manual Title</th> </tr> </thead> <tbody> <tr> <td>COMDTINST M5212.12A</td> <td>Information and Life Cycle Management Manual</td> </tr> </tbody> </table> <p>Disposition Instruction</p> <p>Cutoff Instruction Mission End Date</p> <p>Retention Period Destroy 5 year(s) after Mission End Date</p> <p>Additional Information</p> <p>GAO Approval Not Required</p>	Manual Citation	Manual Title	COMDTINST M5212.12A	Information and Life Cycle Management Manual
Manual Citation	Manual Title				
COMDTINST M5212.12A	Information and Life Cycle Management Manual				
2	<p>SSIC 16600 Event Records</p> <p>Disposition Authority Number DAA-0026-2013-0005-0002</p> <p>All data elements of the 'Events' data group. The data being retained pertains to Events occurring within the USCG Area of Responsibility (AOR). Events, for example oils spills and firework displays, can be linked to Missions recorded in WatchKeeper. The data is electronic information.</p>				

Final Disposition Temporary
 Item Status Active
 Is this item media neutral? No
 Explanation of limitation Electronic only
 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
COMDTINST M5212 12A	Information and Life Cycle Management Manual

Disposition Instruction

Cutoff Instruction Event End Date
 Retention Period Destroy 5 year(s) after Event End Date

Additional Information

GAO Approval Not Required

SSIC 16630 Vessel Vetting and Clearance Records

Disposition Authority Number DAA-0026-2013-0005-0003

All data elements of the 'Vessel Vetting' data group The data being retained pertains to the analysis and clearance of vessels within the USCG Area of Responsibility (AOR) The data elements correspond to the vessel admission status, user notes and analysis, documents, photographs, scanned images, Geographic Information Systems (GIS) mapping screenshots and any other form of file that the user can produce on their workstation

Final Disposition Temporary
 Item Status Active
 Is this item media neutral? No
 Explanation of limitation Electronic only
 Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes

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

Manual Citation	Manual Title
COMDTINST M5212 12A	Information and Life Cycle Management Manual

Disposition Instruction

Cutoff Instruction **After the Arrival Record Updated Time**
Retention Period **Destroy 2 year(s) after after the Arrival Record Updated Time**

Additional Information

GAO Approval **Not Required**

System Development Records

Disposition Authority Number **DAA-0026-2013-0005-0006**

All documentation relating to the development of the WatchKeeper system, such as data systems specifications, file specifications, user guides, output specifications, and final 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? **No**

Manual Citation	Manual Title
COMDTINST M5212 12A	Information and Life Cycle Management Manual

Disposition Instruction

Cutoff Instruction **After the termination of the system**
Retention Period **Destroy 5 year(s) after after the termination of the system**

Additional Information

GAO Approval **Not Required**

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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
03/12/2013	Certify	Pamela Norman	US Coast Guard Records Officer	U S Coast Guard - U S Coast Guard
07/01/2013	Submit for Concurrence	Erin Cayce	Appraiser	National Archives and Records Administration - Records Management Services
07/09/2013	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - Records Management Services
07/10/2013	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
07/11/2013	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist