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| REQUEST FOR RECORDS DISPOSITION AUTHORITY | | LEAVE BLANK (NARA use only) | |
| | | JOB NUMBER <i>NI-087-094</i> | |
| To NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD, COLLEGE PARK, MD 20740-6001 | | Date Received <i>3/3/09</i> | |
| 1 FROM (Agency or establishment) Department of Homeland Security | | NOTIFICATION TO AGENCY | |
| 2 MAJOR SUB DIVISION United States Secret Service | | 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request, including amendments is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10 | |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 Management and Organization Division | | | |
| 4 NAME OF PERSON WITH WHOM TO CONFER Allan Twoey | 5 TELEPHONE 202-406-6872 | DATE <i>5/28/09</i> | ARCHIVIST OF THE UNITED STATES <i>Adrienne Shuman</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 <u>4</u> page(s) are not needed now 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 the GAO Manual for Guidance of Federal Agencies. <input checked="" type="checkbox"/> is not required <input type="checkbox"/> is attached, or <input type="checkbox"/> has been requested | | | |
| DATE <i>02/24/09</i> | SIGNATURE OF AGENCY REPRESENTATIVE <i>Dominic Guida</i> | | TITLE Chief Records Officer |
| 7 ITEM NO | 8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION | 9 GRS OR SUPERSEDED JOB CITATION | 10 ACTION TAKEN (NARA USE ONLY) |
| 1. | <p>The Customer Proprietary Network Information (CPNI) Breach Reporting Portal is a tool for telecommunications carriers to report a breach of their customers' CPNI to law enforcement. It is co-sponsored and administered by the United States Secret Service (USSS) and the Federal Bureau of Investigation (FBI). The system is solely managed by the USSS.</p> <p>System access by non-USSS and non-FBI users is limited to registered users of the Federal Communications Commission's Commission Registration (CORE) system</p> <p>Major inputs consist of data detailing a CPNI breach, entered via a web form, by providers of telecommunications services or interconnected Voice Over Internet Protocol (VOIP) services that are regulated by the FCC Responses to breach reports are entered by registered Secret Service and FBI users authorized to investigate these breaches All data from the system is original data, entered by the end user, and does not originate from other systems. Authentication data for non-Secret Service and non-FBI users is provided by the FCC's Commission Registration System (CORES), but is not stored in the CPNI Breach Reporting System.</p> <p>Temporary</p> <p>Destroy/delete after one year or when no longer needed for agency business, whichever is sooner</p> | GRS 20, Item 2a(4) | |

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|------------------------|---|--|------------------------------------|------------|--|-----------|-----------------------|-------------|------------------------------|-----------|----------------------------|------------------|-----------------------------------|---------------|--------------------------------|---------|---|-------------|-------------------------------------|-------------|-------------------------------------|---------|---------------------------------|----------|----------------------------------|--------|-------------------------------------|------------|------------------------------------|-------------|--------------------------------|-------------|--------------------------------|---------|----------------------------|----------|-----------------------------|--------|---------------------------|------------|-------------------------------|-------------------|-------------------|------------------|----------------------|---------------|--------------------------------|------------------|-------------------|------------------|------------------------|-----------|--------------------------|-------------|-------------------|-------------|-------------------|---------|---------------|----------|----------------|--------|--------------|------------|------------------|--------------|--------------|-------------|----------------------|--------|-------------|-------------|-------------|-------------|---|---------------------|---------------------|-------------------|-------------------|------------------------|------------------------|--|--|
| 2 | <p>Master File</p> <p>Customer Proprietary Network Information (CPNI) Breach Reporting Portal</p> <p>Examples of types of data elements contained within this master file include:</p> <table border="0"> <thead> <tr> <th>Field Name</th> <th>Description</th> </tr> </thead> <tbody> <tr><td>first_name</td><td>first name of the person submitting the report (submitter)</td></tr> <tr><td>last_name</td><td>name of the submitter</td></tr> <tr><td>name_suffix</td><td>name suffix of the submitter</td></tr> <tr><td>job_title</td><td>job title of the submitter</td></tr> <tr><td>telephone_number</td><td>telephone number of the submitter</td></tr> <tr><td>email_address</td><td>email address of the submitter</td></tr> <tr><td>hq_name</td><td>name of the company the submitter works for</td></tr> <tr><td>hq_address1</td><td>address1 of the submitter's company</td></tr> <tr><td>hq_address2</td><td>address2 of the submitter's company</td></tr> <tr><td>hq_city</td><td>city of the submitter's company</td></tr> <tr><td>hq_state</td><td>state of the submitter's company</td></tr> <tr><td>hq_zip</td><td>zip code of the submitter's company</td></tr> <tr><td>hq_country</td><td>country of the submitter's company</td></tr> <tr><td>br_address1</td><td>submitter's workplace address1</td></tr> <tr><td>br_address2</td><td>submitter's workplace address2</td></tr> <tr><td>br_city</td><td>submitter's workplace city</td></tr> <tr><td>br_state</td><td>submitter's workplace state</td></tr> <tr><td>br_zip</td><td>submitter's workplace zip</td></tr> <tr><td>br_country</td><td>submitter's workplace country</td></tr> <tr><td>compromise_method</td><td>compromise method</td></tr> <tr><td>date_of_incident</td><td>date of the incident</td></tr> <tr><td>event_pattern</td><td>event pattern for the incident</td></tr> <tr><td>data_record_type</td><td>type of data lost</td></tr> <tr><td>num_records_lost</td><td>number of records lost</td></tr> <tr><td>info_lost</td><td>type of information lost</td></tr> <tr><td>in_address1</td><td>incident address1</td></tr> <tr><td>in_address2</td><td>incident address2</td></tr> <tr><td>in_city</td><td>incident city</td></tr> <tr><td>in_state</td><td>incident state</td></tr> <tr><td>in_zip</td><td>incident zip</td></tr> <tr><td>in_country</td><td>incident country</td></tr> <tr><td>request_date</td><td>request date</td></tr> <tr><td>description</td><td>incident description</td></tr> <tr><td>urgent</td><td>urgent flag</td></tr> <tr><td>urgent_text</td><td>urgent text</td></tr> <tr><td>le_contacts</td><td>law enforcement contact information for this request, if contact with the local PD was made</td></tr> <tr><td>incident_begin_date</td><td>incident begin date</td></tr> <tr><td>incident_end_date</td><td>incident end date</td></tr> <tr><td>compromise_method_text</td><td>compromise method text</td></tr> </tbody> </table> <p>Temporary</p> <p>Destroy/delete when superseded, obsolete, or no longer needed for agency business</p> | Field Name | Description | first_name | first name of the person submitting the report (submitter) | last_name | name of the submitter | name_suffix | name suffix of the submitter | job_title | job title of the submitter | telephone_number | telephone number of the submitter | email_address | email address of the submitter | hq_name | name of the company the submitter works for | hq_address1 | address1 of the submitter's company | hq_address2 | address2 of the submitter's company | hq_city | city of the submitter's company | hq_state | state of the submitter's company | hq_zip | zip code of the submitter's company | hq_country | country of the submitter's company | br_address1 | submitter's workplace address1 | br_address2 | submitter's workplace address2 | br_city | submitter's workplace city | br_state | submitter's workplace state | br_zip | submitter's workplace zip | br_country | submitter's workplace country | compromise_method | compromise method | date_of_incident | date of the incident | event_pattern | event pattern for the incident | data_record_type | type of data lost | num_records_lost | number of records lost | info_lost | type of information lost | in_address1 | incident address1 | in_address2 | incident address2 | in_city | incident city | in_state | incident state | in_zip | incident zip | in_country | incident country | request_date | request date | description | incident description | urgent | urgent flag | urgent_text | urgent text | le_contacts | law enforcement contact information for this request, if contact with the local PD was made | incident_begin_date | incident begin date | incident_end_date | incident end date | compromise_method_text | compromise method text | | |
| Field Name | Description | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| first_name | first name of the person submitting the report (submitter) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| last_name | name of the submitter | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| name_suffix | name suffix of the submitter | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| job_title | job title of the submitter | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| telephone_number | telephone number of the submitter | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| email_address | email address of the submitter | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| hq_name | name of the company the submitter works for | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| hq_address1 | address1 of the submitter's company | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| hq_address2 | address2 of the submitter's company | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| hq_city | city of the submitter's company | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| hq_state | state of the submitter's company | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| hq_zip | zip code of the submitter's company | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| hq_country | country of the submitter's company | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| br_address1 | submitter's workplace address1 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| br_address2 | submitter's workplace address2 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| br_city | submitter's workplace city | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| br_state | submitter's workplace state | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| br_zip | submitter's workplace zip | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| br_country | submitter's workplace country | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| compromise_method | compromise method | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| date_of_incident | date of the incident | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| event_pattern | event pattern for the incident | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| data_record_type | type of data lost | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| num_records_lost | number of records lost | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| info_lost | type of information lost | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| in_address1 | incident address1 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| in_address2 | incident address2 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| in_city | incident city | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| in_state | incident state | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| in_zip | incident zip | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| in_country | incident country | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| request_date | request date | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| description | incident description | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| urgent | urgent flag | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| urgent_text | urgent text | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| le_contacts | law enforcement contact information for this request, if contact with the local PD was made | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| incident_begin_date | incident begin date | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| incident_end_date | incident end date | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| compromise_method_text | compromise method text | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

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| 3. | <p>System Outputs</p> <p>The CPNI Breach Reporting Portal produces the following outputs</p> <p>Web Pages</p> <p>1) Report Page - Allows users to submit data typed into a web form, and enter it into the application as a new report.</p> <p>2) View Only Page - The Secret Service and FBI can use this page to see the contents of the reports.</p> <p>3) Response Page - Allows Secret Service and FBI personnel to enter responses to the reports</p> <p>E-Mail: Each time a telecommunication carrier submits report data via the web form, the CPNI system compiles this data into an e-mail that is sent to the Secret Service and to the FBI. When the Secret Service and/or FBI enters its response into the system, the system also generates and sends an e-mail to the carrier, stating whether more information is needed, or advising that no action will be taken</p> <p>PDF Report Each month a report is generated, in Adobe Acrobat pdf format, and e-mailed to the FBI that details a list of reports entered, the dates, the description, and each agency's response.</p> <p>Temporary</p> <p>Destroy/delete after one year or when no longer needed for agency business, whichever is sooner.</p> | GRS 20, Item 16 | |
| 4. | <p>Case Files</p> <p>Reports or other outputs generated via the portal that become part of an investigative case file will be retained for a period which corresponds to the specific case type developed, e.g., judicial, non-judicial, criminal, non-criminal, etc. Investigative records are retained and disposed of in accordance with the respective records disposition schedules already approved by NARA for each agency. Case files are stored, destroyed, and/or transferred according to the applicable agency case disposition authorization.</p> <p><i>Files covered by NI-87-92-2, Criminal files, Investigative Files, etc. and other schedules, including NCI-87-84-1. jc 5/11/09</i></p> <p>Temporary</p> <p>Retain according to the applicable disposition authority for that case.</p> | | |
| 5. ② | <p>Pending or Current Litigation</p> <p>Records affected by pending or current litigation will be retained as directed by the responsible court or judicial authority. If the litigation relates to a case that is a joint effort of the Secret Service and FBI, each agency will retain its respective records which correspond to that case.</p> <p>Temporary</p> <p>Retain until litigation is terminated, or until otherwise directed by the responsible court or judicial authority, or according to the applicable disposition authority for that case, whichever is later.</p> | | |

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| 6. | <p>System Backup</p> <p>CPNI data, including all breach reports, is backed up on digital tapes. Every week backups are performed and stored on a designated server at USSS Headquarters.</p> <p>Temporary</p> <p>Delete/destroy after one year or when no longer needed for agency business, whichever is sooner.</p> | GRS 20, Item 8b | |
| <p>7.</p> <p>(3)</p> | <p>Vital Records</p> <p>Information is stored on an external USSS server at the designated USSS Continuity of Operations (COOP) site for vital records.</p> <p>Temporary</p> <p>Delete/destroy when superseded, obsolete, or no longer needed for agency business</p> | | |
| 8. | <p>System Documentation</p> <p>Disaster recovery plan, system security plan, backup and restore plan, and code books</p> <p>Temporary</p> <p>Destroy/delete when superseded, obsolete, or no longer needed for agency business.</p> | GRS 20, Item 11a(1) | |