

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b>		LEAVE BLANK (NARA use only)	
To. NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD, COLLEGE PARK, MD 20740-6001		JOB NUMBER <b>NI-563-07-10</b>	
1 FROM (Agency or establishment) <b>Department of Homeland Security</b>		Date Received <b>6-13-2007</b>	
2 MAJOR SUB DIVISION <b>National Protection and Programs Directorate</b>		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request, including amendments is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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 <b>Homeland Security Critical Infrastructure Protection</b>			
4 NAME OF PERSON WITH WHOM TO CONFER <b>Kathy Schultz</b>	5. TELEPHONE <b>202-447-5075</b>	DATE <b>10/20/07</b>	ARCHIVIST OF THE UNITED STATES <i>Alfred W. ...</i>
<b>6 AGENCY CERTIFICATION</b> 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>2</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 <b>6/8/07</b>	SIGNATURE OF AGENCY REPRESENTATIVE <i>Kathleen P. Schultz</i>		TITLE <b>Senior Records Officer</b>
7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
<b>1</b>	<b>See attached sheet(s) for:</b>  <b>Master Station Log (MSL)</b>  <i>*Inputs covered by GRS 20.</i> <i>* Documentation covered by GRS 20.</i>		

*SA 11/05/07 Copies sent to Agency*

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**National Protection and Programs Directorate**

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**Master Station Log (MSL)**

**NARA #    N1-563-07-10**

The Master Station Log (MSL) is used to record entries about activities of the National Coordinating Center (NCC) Watch. The NCC Watch's primary mission is to facilitate the information sharing between the Government and the communication industry. Information shared pertains to the vulnerabilities, threats, intrusions, and anomalies affecting the critical infrastructures of the telecommunications industry, and government entities. The information contained in the MSL is unclassified and used to provide situational awareness. It is also used for tracking requests between Watch Analysts and Government personnel. Events and incidents taking place in the NCC Watch desk are also captured and recorded.

The MSL was developed to provide a traceable listing of all events for a given period of time or specific incident and is designed for Watch Analysts to monitor events and incidents on all shifts. The log provides continuing records of the Watch's daily operation as well as serve as a tracking device for the demands and requests placed on the Watch.

The MSL is being developed in accordance with the following executive decisions, regulatory mandates, provisions, and directives.

- Office of Management and Budget Circular A-130, Revised (Transmittal Memorandum No. 4), Appendix III, Security of Federal Automated Information Resources; November 2000.
- Computer Security Act of 1987, Public Law 100-235, January 1988.
- Presidential Decision Directive 63, Critical Infrastructure Protection, May 1998
- Presidential Decision Directive 67, Enduring Constitutional Government and Continuity of Government Operations, October 1998.
- Executive Order 12656, Assignment of Emergency Preparedness Responsibilities, November 1988.
- Federal Information Processing Standards (FIPS) Publication 87, Guidelines for ADP Contingency Planning, March 1981.
- DOJ Order 2640 2D, Information Technology Security, July 12, 2001.
- NCC Operating Charter

The NCC MSL is designed to be in accordance with the strategic intent of the NCC and the NCC's functional and operational mission.

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**Master File / Data:**

The MSL system was developed to provide a traceable listing of all events for a given period of time or specific incident. The information being collected is related to events, such as hurricanes, that may

**Disposition:**

TEMPORARY. Cut off on date the information was input to the system. Destroy or delete 10 years from cutoff or when no longer needed for business purposes, whichever is later.

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impact to the telecommunications infrastructure. In order to assess the situation, and maintain situational awareness between Watch shifts it is necessary to triage Watch Communications including: log e-mails that are received in the Watch, retain record of traffic of dissemination to other organizations, record verbal information given to the Watch and document any other interactions relating to telecommunications information or people connected with the telecommunications infrastructure. Items are entered in the MSL in sufficient detail to convey meaning for awareness continuity to others who may not have the opportunity to discuss the matter with the originator of the message. The information is collected for watch analysts and the NCS Management chain and can be used to generate reports/timelines and to respond to status inquiries.

**2 Output:**

Information is shared only if necessary to address a specific incident. Event information may be shared for reasons of National Security, public safety, or to increase overall preparedness. Information is shared via the local NCC LAN. Other methods of disclosure include phone, email, printed report, or live briefing. Sanitized information based on originator discretion may be included in National Coordinating Center Communications Information Sharing Analysis Center (COMM-ISAC) products such as advisories and situational awareness reports.

**Disposition (Media Neutral):**

TEMPORARY Cut off at end of calendar year Destroy 10 years after cutoff or when no longer needed for business purposes, whichever is longer