

REQUEST FOR RECORDS DISPOSITION AUTHORITY		LEAVE BLANK (NARA use only)	
To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD, COLLEGE PARK, MID 20740-6001		JOB NUMBER <i>NI-563-08-2</i>	
1 FROM (Agency or establishment) Department of Homeland Security		Date Received <i>12-11-2007</i>	
2 MAJOR SUB DIVISION		NOTIFICATION TO AGENCY	
3 MINOR SUBDIVISION		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request, including amendments is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
4 NAME OF PERSON WITH WHOM TO CONFER Kathy Schultz	5. TELEPHONE 202-447-5075	DATE <i>1/30/08</i>	ARCHIVIST OF THE UNITED STATES <i>Allen V. ...</i>
<p>6 AGENCY CERTIFICATION</p> <p>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,</p> <p><input checked="" type="checkbox"/> is not required <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.</p>			
DATE 11/26/07	SIGNATURE OF AGENCY REPRESENTATIVE <i>Kathleen A. Schultz</i>		TITLE Senior 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 GRS OR SUPERSEDED JOB CITATION	10.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	See attached sheet(s) for: Nondisclosure Agreements for PCII, SSI and SBU		
<i>LC 6/13/08 copies sent to agency, Nwomu, & NR</i>			

**U.S. Department of Homeland Security
Headquarters Records Schedules**

Security, Office of

Department of Homeland Security (DHS) Management Directive 11042 required Nondisclosure Agreements (NdA) signed by DHS personnel and contractors with access to sensitive information that has not been classified under standards put forth by Executive orders governing security classifications. However, that policy was changed to rescind the NdAs signed by DHS employees, since employees are required to obtain a security clearance prior to working at DHS.

Unless otherwise noted, all disposition instructions are media neutral; they apply regardless of the media or format of the records.

1 Protected Critical Infrastructure Information (PCII)

Critical Infrastructure Information (CII) is defined in 6U S C 131(3) Section 212(3) of the Homeland Security Act of 2002, PL 107-296. CII means information not customarily in the public domain and related to the security of critical infrastructure of protected systems. PCII is a subset of CII that is voluntarily submitted to the Federal Government and for which protection is requested under the PCII program by the requestor.

Disposition:

- a Nondisclosure Agreements signed by DHS employees
TEMPORARY Dispose of immediately upon approval of schedule

- b Nondisclosure Agreements signed by contractors.
TEMPORARY Destroy upon notification of death or 70 years after separation or contract relationship expires, whichever is applicable

U.S. Department of Homeland Security
Headquarters Records Schedules

2 Sensitive But Unclassified (SBU)

SBU information is an overarching term that covers any information, not otherwise indicated in this schedule, which the loss of, misuse of, or unauthorized access to or modification of could adversely affect the national interest of the conduct of Federal programs, or the privacy to which individuals are entitled under Section 552a of Title 5, as amended, but which has not been specifically authorized under criteria established by an Executive Order or an Act of Congress to be kept secret in the interest of national defense or foreign policy. This includes information categorized by DHS or other government agencies as For Official Use Only (FOUO), Official Use Only (OUO), Sensitive Homeland Security Information (SHSI), Limited Official Use (LOU), Law Enforcement Sensitive (LES), Safeguarding Information (SGI), Unclassified Nuclear Information (UCNI), and any other identifier used by other government agencies to categorize information as sensitive but unclassified.

Disposition:

- a. Nondisclosure Agreements signed by DHS employees
TEMPORARY Dispose of immediately upon approval of schedule

- b. Nondisclosure Agreements signed by contractors
TEMPORARY Destroy upon notification of death or 70 years after separation or contract relationship expires, whichever is applicable

3 Sensitive Security Information

SSI as defined in 49 C.F.R. Part 1520, is a specific category of information that requires protection against disclosure. As noted in 49 USC 40119, there are limits to the disclosure of information obtained or developed in carrying out certain security or research and development activities to the extent that it has been determined that disclosure of the information would be unwarranted invasion of personal privacy, reveal a trade secret or privileged or confidential commercial

Disposition:

- a. Nondisclosure Agreements signed by DHS employees
TEMPORARY Dispose of immediately upon approval of schedule

- b. Nondisclosure Agreements signed by contractors.
TEMPORARY Destroy upon notification of death or 70 years after separation or contract relationship expires, whichever is applicable

**U.S. Department of Homeland Security
Headquarters Records Schedules**

Nondisclosure Agreements for PCII, SSI, and SBU

Department of Homeland Security (DHS) Management Directive 11042 required Nondisclosure Agreements (NdA) signed by DHS personnel and contractors with access to sensitive information that has not been classified under standards put forth by Executive orders governing security classifications. However, that policy was changed to rescind the NdAs signed by DHS employees, since employees are required to obtain a security clearance prior to working at DHS.

Unless otherwise noted, all disposition instructions are media neutral; they apply regardless of the media or format of the records.

1 Protected Critical Infrastructure Information (PCII)

Critical Infrastructure Information (CII) is defined in 6U.S.C. 131(3) Section 212(3) of the Homeland Security Act of 2002, PL 107-296. CII means information not customarily in the public domain and related to the security of critical infrastructure of protected systems. PCII is a subset of CII that is voluntarily submitted to the Federal Government and for which protection is requested under the PCII program by the requestor.

Disposition:

- a. Nondisclosure Agreements signed by DHS employees. TEMPORARY. Dispose of immediately upon approval of schedule.
- b. Nondisclosure Agreements signed by contractors. TEMPORARY. Destroy with related contracts at 6 years and 3 months after final payment on the contract.

**U.S. Department of Homeland Security
Headquarters Records Schedules**

2 Sensitive But Unclassified (SBU)

SBU information is an overarching term that covers any information, not otherwise indicated in this schedule, which the loss of, misuse of, or unauthorized access to or modification of could adversely affect the national interest of the conduct of Federal programs, or the privacy to which individuals are entitled under Section 552a of Title 5, as amended, but which has not been specifically authorized under criteria established by an Executive Order or an Act of Congress to be kept secret in the interest of national defense or foreign policy. This includes information categorized by DHS or other government agencies as For Official Use Only (FOUO); Official Use Only (OUO); Sensitive Homeland Security Information (SHSI); Limited Official Use (LOU); Law Enforcement Sensitive (LES); Safeguarding Information (SGI); Unclassified Nuclear Information (UCNI); and any other identifier used by other government agencies to categorize information as sensitive but unclassified.

Disposition:

- a. Nondisclosure Agreements signed by DHS employees. TEMPORARY. Dispose of immediately upon approval of schedule.
- b. Nondisclosure Agreements signed by contractors. TEMPORARY. Destroy with related contracts at 6 years and 3 months after final payment on the contract.

3 Sensitive Security Information

SSI as defined in 49 C.F.R. Part 1520, is a specific category of information that requires protection against disclosure. As noted in 49 USC 40119, there are limits to the disclosure of information obtained or developed in carrying out certain security or research and development activities to the extent that it has been determined that disclosure of the information would be unwarranted invasion of personal privacy; reveal a trade secret or privileged or confidential commercial.

Disposition:

- a. Nondisclosure Agreements signed by DHS employees. TEMPORARY. Dispose of immediately upon approval of schedule.
- b. Nondisclosure Agreements signed by contractors. TEMPORARY. Destroy with related contracts at 6 years and 3 months after final payment on the contract.