

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-563-08-13</i>	
1. FROM (Agency or establishment) Department of Homeland Security		Date Received <i>1-24-2008</i>	
2. MAJOR SUB DIVISION Domestic Nuclear Detection Office		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request, including amendments is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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			
4. NAME OF PERSON WITH WHOM TO CONFER Kathy Schultz		5. TELEPHONE 202-447-5075	ARCHIVIST OF THE UNITED STATES <i>Adrienne C. Sherman</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>5</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 1/16/08	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 GRS OR SUPERSEDED JOB CITATION	10.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: Domestic Nuclear Detection Office (DNDO) Program Records		

SA 9/8/08 copies sent to Agency, NAWM, NR

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

Domestic Nuclear Detection Office

The Domestic Nuclear Detection Office (DNDO) is a jointly-staffed, national office established to improve the Nation's capability to detect and report unauthorized attempts to import, possess, store, develop, or transport nuclear or radiological material for use against the Homeland, and to further enhance this capability over time.

The DNDO Strategic Objectives are to:

- Conduct aggressive evolutionary and transformational research and development programs to improve probability of detection by integrating and deploying current technologies and improving those capabilities over time
- Enhance the nuclear detection efforts of Federal, State, territorial, tribal, and local governments, and the private sector to ensure a coordinated response
- Establish standards, response protocols and training across the Federal, State, territorial, tribal, and local levels to ensure that detection leads to timely response actions
- Enhance the effective sharing and use of nuclear detection-related information and intelligence
- Maintain continuous awareness by analyzing information from all mission-related detection systems
- Develop the global detection architecture and ensure linkages across Federal, State, territorial, tribal and local agencies

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

1 Assessments

Assessments are performed periodically against Nuclear Detection devices, equipment and systems already being used in the field. This process includes assessing procedures, physical installations and recommending improvements.

Disposition:

TEMPORARY. Evaluate for retention at 5 year intervals, with the option to retain for an additional 5 years or immediate destruction.

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

2 Focus Technical Reports

Consists of internally published studies and reports on potential and promising nuclear detection and security system architecture.

Disposition:

TEMPORARY. Cut off at the end of the Calendar Year in which created. Destroy 20 years after cutoff.

3 Letters of Encouragement / Discouragement

Consists of letters sent to vendors that serves to either encourage or discourage their responses / participation to proposals based on feasibility as determined by the Source Selection Committee's evaluation.

Disposition:

TEMPORARY. Cut off files annually. Destroy 3 years after cut off.

4 Nuclear Alarm Records

Nuclear Alarm Records are those that relate to nuclear alarms, detections, assessments, adjudications and responses. These records provide an understanding of alarm conditions, assist in the understanding and adjudication of the alarm, relate to the response and mitigation decisions, and document the performance by the responders. These records may include, but are not limited to Notification reports, Technical data from detector equipment (location and spectra), meta data in reference to the commodity and alarm site, Alarm Analysis Reports, Response Performance Evaluations, and Material Tracking. These stored records would be used for maintaining situational awareness, trend analysis and to maintain an empirical archive.

Disposition:

TEMPORARY. Cut off at end of calendar year in which created. Destroy or delete 15 years after cutoff.

- Occupancy Data: Users obtain supervisory approval to access archived data in the last eight years of the retention period.
- Alarm Data: Users obtain supervisory approval to access archived data in the last eight years of the retention period.
- Meta Data: Users obtain supervisory approval to access archived data in the last eight years of the retention period.

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

5 Security Staff File

Information documenting the activities, performance, and other materials related to staff within the Security Office.

Note: This information is related solely to the Security aspects of staff, such as clearances obtained, involvement in incidents, and duties performed. Day-to-day information such as time and attendance is not included.

Disposition:

TEMPORARY. Cut off up on staff separation from the office. Destroy or delete 15 years after cutoff.

6 Systems Architecture Summary Reports

Consists of annual summaries on the overall effectiveness of systems architecture nuclear detection projects

Disposition:

TEMPORARY. Cut off at the end of the Calendar Year in which created. Destroy 20 years after cutoff.

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

7 Test and Evaluation Case Files

Consists of various documents used to document the testing and evaluation of devices, equipment, and systems designed to detect nuclear material at various field locations.

Disposition:

a. Test & Evaluation Case File and supporting documentation.

This item covers the materials that may be included in the case file. Materials include:

- 24 Hour Report
- Data Analysis Plan
- Data Management Plan
- Data Quality Management Plan
- Draft of Final Report
- Event Design Reports
- Fact Sheet
- Feedback Questionnaire
- Flash Reports
- Lessons Learned
- Meeting Minutes
- Milestones
- Operations Plan
- Quick Look Reports
- Status Reports
- Test Configurations
- Test Initiation Form
- Test Planning Checklist
- Test Procedures
- Test Program Plan
- Test Protocols
- Test Schedules
- Test Team Assessment Letter

[NOTE: This Disposition Excludes the Testing & Evaluation Final report.]

TEMPORARY. Cut off upon completion of the test.
Destroy 5 years after cutoff.

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

b. Test & Evaluation Final Report.

Upon completion of the Test/Evaluation, a Final Report is prepared summarizing the findings.

TEMPORARY. Cut off when the tested device, system or equipment is removed from operation. Destroy 5 years after cutoff.

8 Test and evaluation product packages

Consists of the following:

- Test Evaluation Master Plan developed—by system, of how test evaluations will be carried out and documented.
- Integrated Master Schedule that plots dates and schedules for evaluations
- Analysis of Alternatives for evaluations of alternative nuclear security system designs based on performance, cost, schedule and risk criteria
- Performance specifications
- Joint capability and capability design documents
- Test evaluation results
- Concept of Operations that describes the user needs of nuclear security system engineering designs, its relationship to existing systems or procedures, and the way it will be used.

Disposition:

TEMPORARY. Cut off when testing and evaluation is complete. Destroy 10 years after cutoff.

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Headquarters Records Schedules**

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1 Assessments

Assessments are performed periodically against Nuclear Detection devices, equipment and systems already being used in the field. This process includes assessing procedures, physical installations and recommending improvements.

Disposition:

TEMPORARY. Evaluate for retention at 5 year intervals, with the option to retain for an additional 5 years or immediate destruction.

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

2 Focus Technical Reports

Consists of internally published studies and reports on potential and promising nuclear detection and security system architecture.

Disposition:

Cut off at the end of the Calendar Year. Destroy 20 years after cutoff.

3 Investigative Information Release Control Files

Records maintained for control purposes of responses to requests and for release of investigative information. These include registers and similar records listing date, nature and purpose of request, and name and address of requester.

Disposition:

TEMPORARY. Cut off at the end of the calendar year. Destroy 3 years after cutoff.

4 Investigative Information Release Reports

Recurring reports and one-time information requirements relating to the number of releases to Department of Homeland Security and other agencies.

Disposition:

TEMPORARY. Cut off at the end of the calendar year. Destroy 3 years after cutoff.

5 Letters of Encouragement / Discouragement

Consists of letters sent to vendors that serves to either encourage or discourage their responses / participation to proposals based on feasibility as determined by the Source Selection Committee's evaluation.

Disposition:

TEMPORARY. Cut off files annually. Destroy 3 years after cut off.

6 Management Reports

Consists of Monthly and Quarterly management reports submitted to Program Analysis and Evaluation (PA&E).

Disposition:

TEMPORARY. Cut off at the end of the fiscal year. Destroy 3 years after cutoff.

7 Nuclear Incident Reports

Records related to nuclear incidents. These records provide an understanding of incident conditions, assist in the coordination of response and mitigation decisions, and document the response and performance of responders. These materials may include but are not limited to, Event Notification Reports, Incident Analysis, Response Performance Evaluations, and Material Tracking.

Disposition:

TEMPORARY. Cut off at end of calendar year. Destroy 5 years after cutoff.

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

8 Program Management Files/Strategic Plans

Strategic plans documenting the program in support of the agency mission and also may include records supporting formally issued plans, such as records of concurrence, comments, clearances, justifications, and other issuance records.

Disposition:

TEMPORARY. Cut off annually. Destroy or delete when 7 years old or when no longer needed, whichever is later.

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Test Program Plan
Test Protocols
Test Schedules
Test Team Assessment Letter

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