**REQUEST FOR RECORDS DISPOSITION AUTHORITY**

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<thead>
<tr>
<th>LEAVE BLANK (NARA use only)</th>
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<td>JOB NUMBER</td>
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**To:** NATIONAL ARCHIVES & RECORDS ADMINISTRATION  
8601 ADELPHI ROAD, COLLEGE PARK, MID 20740-6001

**Date Received:** 7/7/08

1. FROM (Agency or establishment)  
   **Department of Homeland Security**

2. MAJOR SUB DIVISION  
   **National Protection and Programs Directorate**

3. MINOR SUBDIVISION  
   **Office of Cyber Security and Communications**

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request, including amendments is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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**

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 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,

   ☑ is not required  
   ☐ is attached; or  
   ☐ has been requested.

7. ITEM NO.  

8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION  
   **See attached sheet(s) for:**

   **NPPD/Office of Cyber Security and Communications (CS&C) Program Records**

9. GRS OR SUPERSEDED JOB CITATION

10. ACTION TAKEN  
    (NARA USE ONLY)

**DATE**  
7/1/08

**SIGNATURE OF AGENCY REPRESENTATIVE**  
**Kathleen Schultz**

**TITLE**  
**Senior Records Officer**

**PREVIOUS EDITION NOT USABLE**  
**STANDARD FORM 115 (REV. 3-91)**

**PRESCRIBED BY NARA 36 CFR 1228**
Office of Cybersecurity and Communications (CS&C) has the mission of assuring the security, resiliency, and reliability of the nation’s cyber and communications infrastructure in collaboration with the public and private sectors, including international partners. Specifically, CS&C is focused on preparing for and responding to catastrophic incidents that could degrade or overwhelm the networks, systems, and assets that operate our nation’s information technology (IT) and communications infrastructure.

Programs include the following:

• National Communications System
• National Cyber Security Division
• Office of Emergency Communications

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

1 Delegation/Meeting Files
Contains meeting announcements, schedules and participant lists, may also include, topics of discussions, issue and talking points, biographies, summary and/or position papers and information and background.

Disposition:
TEMPORARY. Cut off at end of calendar year in which records created. Destroy or delete 5 years after cutoff

2 Interoperability Case Studies
Studies conducted on the technology or equipment; typically include a cost/benefit analysis, including an analysis of the efficiency and effectiveness, lessons learned, guidance and summary reports

Disposition:
a. Significant Events - Final Report/Case Study
This item covers events that attract national media or Congressional attention; such as September 11, 2001, Katrina, DC Sniper Case.

PERMANENT. Cut off at end of calendar year after completion or cancellation of study. Transfer to NARA 5 years after cutoff or when volume warrants, whichever is earliest.

Additional Information:
Date Span: 2004
Year of First Transfer to NARA: 2009
Estimated Current Volume: Less than one cubic foot
Estimated Annual Accumulation: Unknown
3 National Communications Capabilities Report (NCCR)

Provides a framework for evaluating current emergency communications capabilities across all levels of government (Federal, State, local, and tribal). Report results and findings provide valuable input into the development of the National Emergency Communications Plan.

Disposition:
PERMANENT. Cut off at end of calendar year in which report is published. Transfer to the National Archives 5 years after cutoff.

Additional Information:
Date Span: 2008
Year of First Transfer to NARA: 2013
Estimated Current Volume: Less than one cubic foot
Estimated Annual Accumulation: Unknown

4 National Emergency Communications Plan (NECP)

Developed in coordination with the emergency response community, government officials, and industry representatives as part of OEC’s practitioner-driven approach to addressing emergency communications issues. Leveraging the information gathered from the Statewide Communication Interoperability Plans (SCIPs) and Tactical Interoperable Communications Plans (TICPs) to identify gaps and priority initiatives for emergency communications nationwide, the NECP will provide overarching national goals and priorities for improving operable, interoperable, and continuity of communications within the Federal, State, local, and tribal emergency response community.

Disposition:
PERMANENT. Cut off at end of calendar year when plan has been superseded. Transfer to NARA 5 years after cutoff.

Additional Information:
Date Span: 2007
Year of First Transfer to NARA: 2012
Estimated Current Volume: Less than one cubic foot
Estimated Annual Accumulation: Unknown

5 Technical Assessments

Files maintained for each technical assessment may include, but are not limited to, copies of authorizations; preparation instructions; correspondence, memoranda, survey forms, risk assessments, and reports created and collected during the course of surveys and studies.

Disposition:

a. Project file (excluding Final Report)
Correspondence on assessments, working files, drafts, standards, studies, and work plans.
TEMPORARY. Cut off at end of calendar year after completion or cancellation of assessment. Destroy or delete 5 years after cutoff or 1 year after responsible office determines it is no longer needed for legal, audit, administrative or business purposes.
b. Final Report
TEMPORARY. Cut off at end of calendar year after completion or cancellation of assessment. Destroy or delete 25 years from cutoff.

c. Projects not implemented
TEMPORARY. Cut off on date of decision to decline. Destroy or delete when no longer needed for business purposes.