

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-563-08-30</i>	
1. FROM (Agency or establishment) Department of Homeland Security		Date Received <i>7/7/08</i>	
2. MAJOR SUB DIVISION National Protection and Programs Directorate		NOTIFICATION TO AGENCY	
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request, including amendments is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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	DATE <i>6/1/09</i>	ARCHIVIST OF THE UNITED STATES <i>Adrienne Thomas</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>7</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 7/1/08	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 GRS OR SUPERSEDED JOB CITATION	10.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: NPPD/Office of Cyber Security and Communications (CS&C) Program Records		

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

National Protection and Programs Directorate

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

b. All Other

TEMPORARY. Cut off at end of calendar year after completion or cancellation of study.

Instructions: Review case when 5 years old and determine if information is still relevant, accurate, and useful. If material is no longer valuable, destroy or delete immediately. If the Case Study contains information warranting continued retention it will be re-authorized using the current date as the cutoff.

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.