

REQUEST FOR RECORDS DISPOSITION AUTHORITY		LEAVE BLANK (NARA use only)	
		JOB NUMBER <i>NI-563-08-32</i>	
To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD, COLLEGE PARK, MD 20740-6001		Date Received <i>7/7/08</i>	
1 FROM (Agency or establishment) Department of Homeland Security		NOTIFICATION TO AGENCY	
2 MAJOR SUB DIVISION National Protection and Programs Directorate		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request, including amendments is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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 Office of Emergency Communications			
4 NAME OF PERSON WITH WHOM TO CONFER Kathy Schultz	5 TELEPHONE 202-447-5075	DATE <i>10/9/08</i>	ARCHIVIST OF THE UNITED STATES <i>[Signature]</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>1</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 6/30/08	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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)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: System schedule for Communication Assets Survey and Mapping Tool (CASM) Inputs and Outputs covered by GRS 20		

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

National Protection and Programs Directorate

Communication Assets Survey and Mapping Tool (CASM)

NARA # *NI-503-08-32*

The Communication Assets Survey and Mapping (CASM) Tool is provided by the Department of Homeland Security, Office of Emergency Communications (OEC) Interoperable Communications Technical Assistance Program (ICTAP)

CASM aids emergency management personnel by developing accurate situational awareness of their own capabilities while also helping to plan interoperable communications with neighboring jurisdictions, state-level agencies, and Federal agencies by providing an online inventory and visual display of communications assets in a given region, identifying existing interoperabilities and highlighting gaps between first-responder agencies

The tool consists of two components the Communication Assets Survey (CAS) and the Communication Assets Mapping (CAM) tool

- The CAS component provides a means to input, edit and delete information about an agency's communications assets and usage Information is entered for assets such as radio systems, dispatch centers, mutual aid channels/systems, gateways and radio caches
- The CAM component provides a means to display this information in a map-based interface and analyzes the data to display agency-to-agency interoperability in various ways

The developers built a series of Web-based survey forms to help participants submit additional information about communication assets These forms were designed to automatically validate the data and structure it in a way that avoids duplication

Master File / Data:

Communications Data

Information on agencies, towers, radio systems, radio caches, dispatches and gateways The data is used for inventory purposes, interoperable communications gap analysis, "what if" scenarios, and "Needs vs Ability" to communicate analysis Additionally, the information is also used as input to Tactical Interoperability Communications Plans (TICP's) and in support of the Statewide Communications Interoperable Plans (SCIP's)

Disposition:

TEMPORARY Cut off upon termination of the system
Return information to submitter if requested, or destroy within 30 calendar days after cutoff, or when no longer needed for current business, whichever is later