

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER <i>NI-060-09-14</i>	
To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received <i>4/17/09</i>	
1 FROM (Agency or establishment) Department of Justice		NOTIFICATION TO AGENCY 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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
2 MAJOR SUBDIVISION Justice Management Division			
MINOR Security and Emergency Planning Staff (SEPS)			
4. NAME OF PERSON WITH WHOM TO CONFER Dwayne Deaver	5 TELEPHONE NUMBER 202-514-2129	DATE 7-31-2008 <i>8/3/09</i>	ARCHIVIST OF THE UNITED STATES <i>Adeline 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>1</u> page(s) are not needed now for the business for 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 of 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 <i>4/14/</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>Jenette P. [Signature]</i>		TITLE Director, ORMP
7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	Closed Circuit Television System - CCTV CCTV is an Allegiant Microprocessor-Based Video Switcher/Control System, which provides visual monitoring, alarm/event detection, and records images of designated interior and exterior areas of the Department of Justice, RFK/Main Justice building located in Washington, DC. SEE ATTACHED		

Department of Justice, Justice Management Division, Security and Emergency Planning Staff (SEPS), Justice Protective Service: Closed Circuit Television System - CCTV

1 ~~Inputs~~

Video signals are transmitted over fiber optic cable with the use of fiber optic modules. Images are recorded digitally.

Disposition: TEMPORARY, destroy/delete when captured and verified by system. (GRS 20)

2. Master File

The application stores digitally recorded images to include date, time, camera, and alarm criteria.

Disposition: TEMPORARY, destroy/delete two (2) weeks after images are recorded.

Note: This item supersedes GRS 21, item 18, which has a 6 month retention period. The CCTV system was not designed to retain the digitally recorded images longer than 2 weeks.

3. Outputs

Digitally recorded images/video. Date, time, camera, and alarm criteria are used to search the image database.

Disposition: TEMPORARY, destroy/delete when no longer needed for business purposes.

Note: Upon written request or major event, back-up images may be saved to an optional CD-RW or Digital Audio Tape (DAT).

4. ~~System Documentation~~

Disposition: TEMPORARY, destroy/delete when superseded or obsolete (GRS 20)