

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER <i>NI-065-07-12</i>	
To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received <i>7/20/07</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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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 FEDERAL BUREAU OF INVESTIGATION			
3. MINOR SUBDIVISION CRITICAL INCIDENT RESPONSE GROUP			
4. NAME OF PERSON WITH WHOM TO CONFER Teresa C. Sharkey, CRM	5. TELEPHONE NUMBER 202-324-1613	DATE <i>7/14/07</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> 3 </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>7/10/07</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>William L. Roston</i>		TITLE ASSISTANT DIRECTOR
7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	Operational Response and Investigative Online Network (ORION) The Critical Incident Response Group (CIRG) facilitates the FBI's rapid response to, and management of, critical incidents. To address the need for accurate, fast and reliable information during critical episodes, the FBI developed a management system that can be deployed quickly to capture, control, disseminate, share, and report information. The Operational Response and Investigative Online Network (ORION) provides case management and related information processing capabilities to support deployed FBI and other federal, state, local, or tribal law enforcement personnel responses to planned special events and unplanned critical incidents. In some instances, the FBI may not be a participant in the event or incident investigation, but rather, may only be involved in providing support services related to the activation of ORION, such as deployment of the system and establishment of user accounts.		

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	<p>ORION is deployed as needed to support one or more (potentially simultaneous) crises or preplanned events, potentially with multiple federal, state, and local agency involvement. The system provides support services to critical incident command posts and joint operations centers, including investigative lead management; search and query; reporting; logging and situational awareness; and interfaces for analytical tools such as link analysis and time lines.</p> <p>Data resides in ORION temporarily during the management of the critical incident or special event. Records associated with an FBI investigation are output to the Automated Case Support (ACS) system as close to real time as possible. For those incidents in which the FBI is only providing system support, an electronic copy of the data is provided to the responsible law enforcement agencies to further their investigative activities. Upon conclusion of the critical incident or special event, ORION is purged of data and re-imaged in preparation for the next activation.</p> <p>1. Inputs: Investigative leads and other information are collected from the public and/or federal, state, tribal, and local authorities.</p> <p>DISPOSITION: Temporary. DELETE/DESTROY upon verification of successful input into the database.</p> <p>2. Master file: The master file contains leads, tips, and other information related to a crisis or special event.</p> <p>DISPOSITION: Temporary. DELETE/DESTROY after cessation of the command post activities, following verification of successful data migration or replication.</p>		

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	<p>3. Outputs:</p> <p>(a) Records related to an FBI investigation.</p> <p>DISPOSITION: Upload electronic records into the Automated Case Support (ACS) system. Place hard copy records in the appropriate Office of Origin (OO) investigative case file. RETAIN or DESTROY commensurate with the provisions of NARA Job No. N1-65-04-4.</p> <p>(b) Records related to a non-FBI investigation.</p> <p>DISPOSITION: Provide an electronic copy of the master file to the law enforcement agency responsible for the investigation of the critical incident or management of the special event.</p> <p>(c) Ad-hoc and standardized reports.</p> <p>DISPOSITION: Temporary. DELETE/DESTROY when no longer needed for reference.</p> <p>4. System Documentation: Data system specifications, file specifications, codebooks, record layouts, user guides, output specifications, and final reports (regardless of medium).</p> <p>DISPOSITION: Temporary. DELETE/DESTROY when superseded or obsolete, or upon decommission of the system.</p>		

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	<p>5. System Administration Records: Upon deactivation of the command post, the system administrator creates an information package documenting the deployment of ORION in support of an incident or event.</p> <p>(a) Records documenting deployment in support of an FBI investigation.</p> <p>DISPOSITION: Upload records in the related investigative case file in the Automated Case Support (ACS) system. Place hard copy records in the appropriate investigative case file. RETAIN or DESTROY commensurate with the provisions of NARA Job No. N1-65-04-4.</p> <p>(b) Records documenting deployment in support of other law enforcement entities during a crisis or special event. Place in a Crisis Management Assistance file.</p> <p>DISPOSITION: Temporary. DELETE/DESTROY when ten years old.</p> <p>6. Audit records: The audit records include data on each activity conducted within a specific ORION activation. Included is such information as the date and time of each transaction, user identities, etc.</p> <p>DISPOSITION: RETAIN/DESTROY commensurate with the retention periods approved for the related investigative case records.</p>		