

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b>		JOB NUMBER N1-065-09-18	
To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received 5/18/09	
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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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 Tammy J. Strickler	5 TELEPHONE NUMBER 540-868-4363	DATE 7/20/09	ARCHIVIST OF THE UNITED STATES 
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 5/11/2009	SIGNATURE OF AGENCY REPRESENTATIVE 		TITLE Chief, Records Automation Section (for) Agency Records Officer
7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	<b>National Assets Response Unit (NARU) Collaboration Tool Initiative (NCTI) System</b>  The NARU Collaboration Tool Initiative (NCTI), also known as Collabworx, is a classified application that is accessible via the classified Federal Bureau of Investigation network (FBINET) and the Secret Internet Protocol Router Network (SIPRNet) used for interagency communications and collaboration during all Weapons of Mass Destruction (WMD) Render Safe operations.		

**National Assets Response Unit (NARU)  
Collaboration Tool Initiative (NCTI) System**

The NARU Collaboration Tool Initiative (NCTI), also known as Collabworx, is the primary interagency communications and collaboration tool for use during all Weapons of Mass Destruction (WMD) Render Safe operations. NCTI, or Collabworx, is a classified application that is accessible via FBINET and SIPRNET for trained and authorized personnel. Collabworx permits WMD Render Safe personnel from different agencies to simultaneously maintain situational awareness during a WMD Render Safe Operation.

The NCTI's mission is to provide a limited authorized user base access to Execution Checklists, Interagency Event Logs, chat rooms, reference documents and manifests, bulletin boards, white boards, and application sharing utilities in support of Render Safe operations and National Special Security Events (NSSE). NCTI equipment is configured to ensure 24/7 operation to support the Render Safe mission requirements with no dependencies outside of FBINET and SIPRNET connectivity.

**1. Field Office Exercise Files.**

Includes all communications logs, training and test plans, documentation of the testing, and after action reports  
DISPOSITION Temporary Cutoff annually Destroy 3 years after final after action reports were completed for each exercise

**2. National-Level Exercise Files.**

Includes all communications logs, training and test plans, documentation of the testing, and after action reports  
DISPOSITION Temporary Cutoff annually Destroy 10 years after final after action reports were completed for each exercise

**3. Actual Response Files.**

Includes all communications logs, documentation of the directed actions, and after action reports relating to actual response to a Weapons of Mass Destruction event *and other major events like inaugurations, political conventions, and funerals of Presidents*  
DISPOSITION PERMANENT Cutoff when incident response is closed Transfer to the National Archives 20 years after cutoff, in a format mutually agreed to be used at the time of transfer

**Related Records**

**4. Audit Records** The audit log contains information such as the date and time of entries, updates, system inquiries, etc  
DISPOSITION Cutoff annually Destroy/delete after 25 years

GR524

**5. Backups of NCTI.** Backups are maintained for potential system/server restoration in the event of a system/server failure or other unintentional loss of data  
Disposition Delete/destroy/overwrite incremental backup media when superseded by a full backup  
Disposition Delete/destroy/overwrite full backup media when the second subsequent full backup is verified as successful

GR520

**6. System Documentation.** Specification, design criteria, codebooks, record layouts, user guides, search tools and their dates of usage, change management requests, data dictionaries, and related information  
DISPOSITION ~~Delete/destroy when superseded or obsolete, or upon authorized deletion of the related data set~~ **PERMANENT. Transfer to NARA with related data.**