

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER <i>NI-65-09-33</i>	
To: National Archives & Records Administration 8601 Adelphi Road College Park, MD 20740-6001		Date received <i>9/17/09</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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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 FEDERAL BUREAU OF INVESTIGATION			
3 MINOR SUBDIVISION CRIMINAL JUSTICE INFORMATION SERVICES DIVISION			
4. NAME OF PERSON WITH WHOM TO CONFER Tammy J. Strickler, CRM	5 TELEPHONE NUMBER 540-868-4363	DATE <i>9/17/09</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> 2 </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 requested <input type="checkbox"/> is attached; or <input type="checkbox"/> has been			
DATE <i>9/17/2009</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i>		TITLE John Charles Krysa, Chief Records Automation Section
7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	National Alert System The primary objective of the National Alert System (NAS) is to provide timely notification to the national NAS Special Interest Group (SIG) or regional subgroup of an event of national interest through the FBI's Law Enforcement Online (LEO) system, which has members from law enforcement, first responders, homeland security personnel, etc.		

National Alert System (NAS)

The Criminal Justice Information Services Division of the Federal Bureau of Investigation (FBI) is responsible for the FBI's National Alert System (NAS) Special Interest Group (SIG) of the FBI's Law Enforcement Online (LEO) system, which has members from law enforcement, first responders, homeland security personnel, etc. The NAS SIG was established after the September 11, 2001, attacks in response to a recommendation from the Department of Homeland Security (DHS) to establish a policy and mechanism for a national alert system. The primary objective of the system is to provide timely notification to either the national NAS Special Interest Group (SIG) of an event of national interest, e.g. the London bombings, or to a sub-SIG that includes some portion of the NAS SIG members who receive notifications based on a specific region or topic, such as an Olympic event or an Presidential inauguration. Since the NAS SIG was implemented in 2003, approximately 20 national alerts have been sent, and a much higher volume of notifications have been sent to the numerous sub-SIGs.

PROCESS

When an alert needs to be issued notifying members of a NAS SIG or a sub-SIG, alert text along with information about the alert and distribution instructions are provided to the NAS SIG or sub-SIG's moderator (moderator). The moderator then logs into the LEO system, accesses the appropriate moderator section and drafts an alert by entering: the alert's title, the priority, the security level, the group(s) the alert is to be sent to, and the alert's text that is less than 72 characters in length and may include a link to a secure website within LEO for additional information. Once the alert has been drafted, a workflow process enables reviewing and/or editing of the alert and ultimately either canceling the alert or approving and sending the alert.

When an alert is sent it is communicated through the secure environment of LEO, and when applicable a secondary, non-secure notification is also sent to members using push-technology to wireless devices that are registered through LEO. Alerts requiring a secure communication method are communicated through LEO via a pop up on the user's screen, and the actual alert message may include a link to a secure website within LEO for additional details and information. Notifications that are transmitted via a non-secure communication method are sent to devices such as cell phones and pagers and contain a simple statement of notification, e.g. "Terrorist Alert Notice at LEO.gov 09/15/2006 1:57 p.m." Statistics are tracked on the date/time an alert is sent, received, user's acknowledgement receipts, number of devices not reached, etc.

A. Inputs: Alert text along with information about the alert and distribution instructions are provided to the NAS SIG or sub-SIG's moderator
DISPOSTION: Delete once input into the master database has been verified as complete and accurate.

PRS 20

B. Outputs

(1) Alerts that have been sent out, along with receipts showing items were acknowledged or received from addressees, on which no further actions were taken by the FBI

DISPOSITION. Delete/destroy when 6 years old

(2) Alerts that were sent, along with receipts showing items were acknowledged or received from addressees, that initiated further investigatory or intelligence actions by the FBI

DISPOSITION Incorporate into the FBI investigative or intelligence case file and retain/destroy commensurate with the case.

File instruction

C. Master File

Master set of all alerts that have been generated from the National Alert System

DISPOSITION Delete/Destroy alerts that were sent out 6 years after the alert was sent, or when no longer needed for reference, whichever is longer.

D. Documentation

Includes system specifications, file specifications, codebooks, user guides, and output specifications

DISPOSITION: DELETE/DESTROY when superseded or obsolete, or one year after authorized deletion of the related master file or database, or upon the destruction of the output of the system, if the output is needed to protect legal rights, whichever is later *CRS 20*

E. System Backup Files

Backup tapes maintained for potential system restoration in the event of a system failure or other unintentional loss of data

DISPOSITION: Delete/Destroy incremental backups when superseded by a full backup or when 90 days old

DISPOSITION: Delete/Destroy full backups when a more current full backup has been successfully captured or when 90 days old *CRS 24*

F. Security Audit Logs

Audits related to database-specific events, including logins, accesses, and administrative activities.

DISPOSITION Delete/Destroy when 4 years old or when no longer needed for administrative, legal, audit, or other operational purposes, whichever is later.

G. Related Records

1. System Management Interface (SMI)

The SMI is an interface to LEO's Account Management System (AMS), which enables NAS alerts to be sent and tracked.

Account data is contained in a group and user table. The group table includes information such as user IDs, group IDs, moderators, and status. The user table includes: user IDs, user names, e-mail addresses, secondary e-mail addresses, and status.

DISPOSITION: Delete/Destroy alerts and related metadata five (5) years after the message is sent.

~~DISPOSITION: Delete/Destroy account data six (6) years after the NAS SIG is terminated. (N1-065-06-01, A item 6a)~~

2. Moderator Records

Moderator records include records created or received by the moderator in conjunction with the moderator's role of administering SIG or sub-SIG web content and managing member access. Records include but are not limited to: account membership information, content processed by the moderator for posting on the website, mail list and news group information and participation, and calendar and address book function records.

DISPOSITION. Delete/Destroy one (1) year after termination of the NAS SIG (N1-065-06-01, A Item 5)