
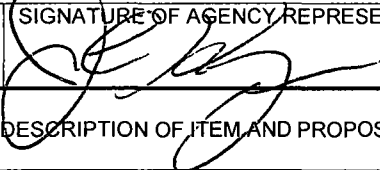


REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER N1-065-10-6	
To NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received 11/18/09	
1 FROM (Agency or establishment) Department of Justice		NOTIFICATION TO AGENCY In accordance with the provisions of 44 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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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			
MINOR SUBDIVISION Directorate of Intelligence			
4 NAME OF PERSON WITH WHOM TO CONFER Tammy J Strickler	5 TELEPHONE NUMBER 540-868-4363	DATE 3 Aug 11	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>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 11/3/2009	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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	Translators Online Network Support (TONS) System The Translators Online Network Support (TONS) is a translation management workflow system developed for the National Virtual Translation Center (NVTC) TONS is the NVTC's core operational system providing an enterprise virtual translation environment to facilitate the process of receiving and posting data to be translated This process is accomplished by finding the right translator at the right time, managing the translation process, and offering tools to both customers and translators to expedite their work		

Translators Online Network Support (TONS) System

The TONS system currently supports the Intelligence Community (IC) work force distributed across the United States at unclassified, sensitive but unclassified, and secret security levels. Two instances of TONS exist: one on the Internet (unclassified) and one on SIPRNet (secret). To achieve this, the TONS system implements the following key features and these features are mirrored in each system, except that all metric reporting is done on the classified enclave using downloads from the unclassified enclave:

- Integrates Commercial-Off-The-Shelf (COTS) components,
- Ingests multi-source, multimedia, and multi-language data,
- Automatically encodes and processes source data,
- Provides NVTC operations staff with tools to assist in prioritizing and tasking material to be translated,
- Tasks, tracks, and monitors translator work based on NVTC business processes,
- Returns vetted translations to customers per their delivery specification,
- Provides online customers, translators, and NVTC operations staff with translation aids such as online dictionaries,
- Provides access to a virtual network of translators across the United States
- Provides cost/invoice tracking for work completed
- Allows finance managers to track Independent Contract Linguists (ICLs) and Vendor Linguists invoices and invoice payments

TONS is a role-based system that provides each user with different views and access to the system dependent on who they are and what relationship they have with the NVTC. Specifically, NVTC customers have two ways to interact with the TONS system. If a particular customer has a large volume of requests or an existing system from which they would like to request translations, then an interface between TONS and the customer's system is established to facilitate the automatic transmission of each translation request. Along with each request, specific metadata or information about that request, such as source language, priority, product type and target language, is captured and is provided through this system interface.

In the case where a customer has only a few requests, an individual or point of contact for that customer can enter these requests and their associated information manually. Each customer representative is provided visibility into the status and tracking of their request(s) either through TONS status screens or through their own system.

TONS integrates commercial off-the-shelf (COTS) technologies capable of ingesting multimedia and multilingual data before assigning it to the translators. TONS builds the framework in which the translation workflow and the management of translations are standardized and automated for easy tracking, building metrics, and reporting. Data has been migrated from the legacy NVTC tracking spreadsheets and databases into the TONS System on the SIPRNet and the unclassified TONS System to allow for historical metrics and reporting.

1 **Inputs** The information to be collected that identifies an individual are names, addresses, phone (work, cell, pager, fax) numbers, clearance level and email (unsecured, secure, top secret). Classified phone and email information will be collected when applicable. Language(s) will be collected for individuals designated as "linguists". In addition, for ICLs and vendors, their tax identification number (tax id) is collected to ensure payment for work, as well as invoice data including purchase order.

information Each user currently provides their own tax id and invoice information to the NVTC management/financial team, who in turn enters this data into TONS All financial information (e.g. invoice information, tax id, purchase order data) is captured and stored on SIPRNet TONS only

Disposition Destroy/delete input sources once uploaded and verified as complete and accurate *GRS 20/2*

2 Outputs

a Invoices, payment processing, work orders, and purchase orders

Disposition Destroy/delete 7 years after final payment

b Task Tracking Reports

Disposition Delete/destroy when 2 years old or 2 years after the task has been completed, whichever is shorter

c Program Reports Track translation costs for program reporting and metrics costs

Disposition Delete/destroy 20 years after issuance of report

3 Master File

a Requests for translation services and actions taken

Disposition Delete/destroy 7 years after final payments or when no longer needed for analytical purposes, whichever is later

b Translated items Customer is responsible for the record copy of the translated item This is a backup version to insure receipt by the customer

Disposition Delete when 90 days old

4 Documentation

Disposition GRS 20, item 11(a)(1)

5 Audit Logs

Disposition see N1-65-10-39

Related Records.

6 **Contracts with Linguists and vendor companies.** As set forth during initial development of the TONS system, the linguist and vendor company contracts are maintained by TONS. Each contract is valid for five years from date of signature.

Disposition Destroy/delete 7 years after superseded, or when 12 years old, whichever is longer

7. **Reference Materials.** TONS hosts several reference materials, guidelines, dictionaries, and other NVTC databases and support tools that the linguists would need to complete the task before submitting it for quality control and final review and dissemination back to the customer.

Disposition Destroy/delete after superseded, or when no longer needed for reference, whichever is sooner