

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER N1-065-12- 3	
To NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received 4/3/12	
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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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	5 TELEPHONE NUMBER 540-868-4363	DATE 26 April 2013	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 1 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 3/26/2012	SIGNATURE OF AGENCY REPRESENTATIVE Michelle Ann Jupina 		TITLE Assistant Director, Records Management Division Records Officer
7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	<p align="center">Virtual Command Center</p> <p>The Virtual Command Center (VCC) allows for management of special events To address the need for accurate, fast and reliable information during special event episodes, the FBI developed this management system which can be accessed by other federal, state, tribal and local law enforcement agencies and deployed quickly to capture, control, disseminate, share, and report information</p>		

The VCC provides case management and related information processing capabilities which can be accessed by other federal, state, local, or tribal law enforcement agencies during planned special events and unplanned large-scale incidents. In some instances, the FBI may not be a participant in the event or investigation, but rather, may only be involved in providing support services related to the activation of the Virtual Command Center.

Data resides on the VCC temporarily during the management of the special event. Records associated with an FBI investigation are captured within FBI case files as close to real time as possible. For those events 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, the VCC is purged of data and reimaged in preparation for the next activation.

1. Inputs: ~~Investigative leads and other information are provided by federal, state, tribal, and local authorities~~

~~DISPOSITION Temporary DELETE/DESTROY upon verification of successful input into the database~~

GRS 20

2. Outputs:

~~(a) Records which lead to an FBI investigation~~

~~DISPOSITION Provide an electronic copy of the master file to the FBI office responsible for the investigation of the incident or management of the special event to be incorporated into the appropriate case file~~

Filing Instruction

~~(b) Records which lead to a non-FBI investigation~~

~~DISPOSITION Provide an electronic copy of the master file to the law enforcement agency responsible for the investigation of the incident or management of the special event~~

Filing Instruction

3. Master file. The master file contains leads, tips, and other information gathered during a crisis or special event.

DISPOSITION Temporary DELETE/DESTROY after cessation of the command post activities, following verification of successful data migration or replication for provision to the appropriate law enforcement agency as stated in item 2.

4. System Documentation: ~~Data system specifications, file specifications, codebooks, record layouts, user guides, output specifications, and final reports (regardless of medium)~~

~~DISPOSITION Temporary DELETE/DESTROY when superseded or obsolete, or upon decommission of the Virtual Command Center~~

GRS 20, item 11