

REQUEST FOR RECORDS DISPOSITION AUTHORITY		LEAVE BLANK (NARA use only)	
To NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD, COLLEGE PARK, MD 20740-6001		JOB NUMBER <i>NI-118-09-1</i>	
1 FROM (Agency or establishment) U S Department of Justice		Date Received <i>8/10/09</i>	
2 MAJOR SUB DIVISION United States Attorney's Office, District of South Carolina		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request, including amendments is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
3 MINOR SUBDIVISION Project Seahawk			
4 NAME OF PERSON WITH WHOM TO CONFER Gail C Ratliffe, Deputy Chief Operating Officer	5 TELEPHONE 202 616 6876	DATE <i>21 JUL 10</i>	ARCHIVIST OF THE UNITED STATES <i>De A</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>9</u> page(s) are not needed now for the business of 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 is attached, or has been requested			
DATE <i>8/19/2009</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>Janet Platte</i>		TITLE <i>Director PRMP</i>
7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	Project Seahawk U S Department of Justice United States Attorney's Office District of South Carolina See attached		

Project Seahawk

**U. S. Department of Justice
United States Attorney's Office
District of South Carolina**

I. Organizational Context in which the records were created:

The position of United States Attorney was established by the Judiciary Act of 1789 (1 Stat. 73, § 35), and the mission of the United States Attorneys' Offices (USAOs) is to prosecute criminal offenses and litigate civil matters on behalf of the United States in all 94 Federal judicial districts nationwide. 28 U.S.C § 547. In 1789, there were only thirteen federal districts. Today there are 94 federal districts with 93 U S. Attorneys serving them. (The same U S. Attorney serves both the District of Guam and the District of the Northern Marianna Islands.)

Project SeaHawk was established in March of 2003 as a multi-year congressionally funded pilot project intended to enhance maritime and intermodal transportation security for Charleston and South Carolina Ports. SeaHawk was also created to serve as a national center of innovation to enhance our nation's intermodal security. SeaHawk is operated under the direction of the United States Attorney's Office, District of South Carolina, and serves as one of the counterterrorism/critical infrastructure initiatives through its Anti-Terrorism Advisory Council. SeaHawk's objective is to prevent and disrupt criminal, extremist or other illicit activity by enhancing existing intermodal security. Clearly the protection of our nation's maritime borders is a shared responsibility crossing multiple jurisdictional boundaries. No other similar program integrating resources, operations, information and intelligence similar to the combined federal, state and local effort at SeaHawk exists elsewhere in the nation. Through innovative development and deployment of technology, unified command operating procedures, and innovative information-sharing systems and procedures – all of which can be exported to assist other U.S. Ports at the end of the pilot project -- SeaHawk has become a model for port and intermodal security throughout the nation.

PROJECT ACHIEVEMENTS. Project SeaHawk is a national model for intermodal and maritime security and has led the way in the innovative use of law enforcement, intelligence, and technological resources.

- SeaHawk established a full-time, multi-agency, co-located federal, state, and local law enforcement task force using a standing unified command to eliminate interagency rivalries, promote cooperation, and enhance information-sharing and investigative resources;
- Seahawk created a shared information environment for increased situational awareness of all intermodal activity in the port by providing full and complete access of all collected information to task force members;
- Seahawk developed a dedicated intelligence section to provide direct support to law enforcement operations and investigations,
- SeaHawk created a joint operations command center providing unparalleled intermodal and maritime domain situational awareness,

Project Seahawk

- SeaHawk developed the first integrated radiological detection and monitoring architecture in the nation to detect any radiological source material being transshipped in or out of the Port of Charleston;
- At the request of the Port of Savannah, SeaHawk tailored its unique operations and intelligence portal to allow the Ports of Georgia to utilize the same tools and processes created and operationalized at SeaHawk for port security operations in Georgia's ports.
- SeaHawk created a joint operations command center providing unparalleled intermodal and maritime domain situational awareness,

II. Description of the Records:

A. Records on Organization and Functions. (Approximately 2 cubic feet) Documents created during Project duration (2003 to 2009) describing Project SeaHawk's creation, mission, and organization to include mission statements, organization charts, Memoranda of Agreement/Understanding between Project SeaHawk and federal, state, and local agencies setting out interagency operational relationships. Records include a draft Concept of Operations, a 2003 SeaHawk Executive Summary with a Developmental Proposal; Proposed Operational Agreement; and Proposed Budget for Project initiation. Also includes weekly unified command strategic planning meeting summaries.

Disposition: Permanent. Cut off September 30, 2009. Transfer to National Archives immediately upon approval of schedule.

B. Briefing Materials and Legislative Comments. (Approximately 2 cubic feet) Select documents prepared from 2006 to 2009 to inform agency heads and senior advisers of Project SeaHawk's current status or of major issues confronting the Project. These include briefings for Project SeaHawk's Executive Steering Committee, congressional staff, and other interested parties. It also includes a Statement of the Honorable Reginald I. Lloyd, United States Attorney for the District of South Carolina, before the Committee on Homeland and Governmental Affairs, United States Senate, October 16, 2007.

Disposition: Permanent. Cut off September 30, 2009. Transfer to National Archives immediately upon approval of schedule.

C. Operating Manuals Relating to Program Functions: (Approximately 5 cubic feet). Documents created during Project duration (2003 to 2009) to standardize operating procedures relating to operational/program functions to include SeaHawk Standard Operating Procedures for boarding vessels, cruise ships, and ferries, Harbor Patrols, Gate Security Checks, Vehicle and Container Inspection System, Vessel Escorts, Radiological Detection, and Voice Communications.

Disposition: Permanent. Cut off September 30, 2009. Transfer to National Archives immediately upon approval of schedule.

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D. Public Relations Documents: (Approximately .5 cubic feet). Select newspaper/magazine articles written during Project duration (2003 to 2009) about Project SeaHawk.

Disposition: Permanent. Cut off September 30, 2009. Transfer to National Archives immediately upon approval of schedule

E. Publications: (Approximately 10 cubic feet) Published book entitled *SeaHawk A Model for Port Security* (2008)

Disposition: Permanent. Cut off September 30, 2009 Transfer to National Archives immediately upon approval of schedule

F. General Correspondence, or Subject, Files Documenting Substantive Agency Programs: (Approximately .25 cubic feet). Documents include May 2008 letter from the Department of Justice (Director, Executive Office for United States Attorneys) to the Department of Homeland Security (Deputy Secretary) and April 2009 letter from the Department of Homeland Security (Director, Office of Operations Coordination and Planning) to the Department of Justice (Director, Executive Office for United States Attorneys) with attached memorandum. Documents also include correspondence with high level officials regarding direction and management of Project Seahawk.

Disposition: Permanent. Cut off September 30, 2009 Transfer to National Archives immediately upon approval of schedule.

G. Cartographic, Aerial Photographic, Architectural, and Engineering Records:

1. Space Assignment Plans – Progressive and final architectural drawings designating space assignments for co-locating agencies participating in the Project SeaHawk coordination efforts (Approximately .25 cubic feet)

Disposition: Permanent. Cut off September 30, 2009 Transfer to National Archives immediately upon approval of schedule.

2. ~~Other space assignment records~~ These include routine server assignments and other space assignment not specific to project participants.

Disposition: Temporary. ~~Cut off superseded records as of September 30, 2009. Destroy when superseded or after structure has been retired from agency service~~ (GRS 17, item 6)

Project Seahawk

H. Emergency Planning Records:

1. Record copy of plans, directives, tests (i.e., emergency drills), including after-action reports (Approximately 1 cubic foot)

Disposition: Permanent. Cut off September 30, 2009. Transfer to National Archives immediately upon approval of schedule.

2. All other emergency planning to include correspondence, working files, etc

Disposition: Temporary. Cut off superseded records as of September 30, 2009
Destroy immediately upon approval of schedule

*exception to
GRS 18, item
27*

I. Supporting Electronic Systems (to include law enforcement support):

1. Automatic License Plate Recognition System (ALPR) – consists of mobile and fixed readers used by local and state law enforcement officers. The readers transmit license plate numbers through the system to the application server in the SeaHawk Operations Center. The program then compares the license plate number with those of interest in the NCIC License Plate Database, and immediately relays any “hits” back to the officer.
2. Radiological Detection System – used to discover and identify radiological threats. The system was comprised of a centralized data repository and viewer in the SeaHawk Operations Center, and fixed and mobile detectors used to examine vehicles, vessels, and cargo for radiological sources.
3. Link Analysis/Data Analysis and iBase Database (LADAS) – was developed by the project to provide transparency into the global commercial maritime industry. The LADAS tool parses, fuses, and provides visualization of potential linkages derived from a complex, near-real time database of commercial maritime industry information and select terrorism-related reports and products.
4. Intelligent Video System – consists of visible and infrared cameras installed at a number of locations surrounding the Port of Charleston, linked to the video wall and to an application server in the SeaHawk Operations Center. The server application provides the capability for automatic analysis of video data and was configured to recognize suspicious activity in the port.
5. Geospatial Database – provides the ability to view geospatial data layers related to critical infrastructures, facilities, water floors, and other information for situational awareness, analytical, and operational capabilities.
6. SeaHawk Portal – a joint information portal containing law enforcement, intelligence, and proprietary information pertinent to the SeaHawk mission of screening vessels and cargo bound to the port of Charleston.

*Note: #6 refers to the snapshot taken of the SeaHawk portal prior to transfer to Coast Guard and includes disposition for all data not transferred

Project Seahawk

Disposition: Temporary. Cutoff is September 30, 2009 Delete/destroy after 3 years.

J. Inventory Database: Strategic Asset Tracking System that allows for tracking the requisition, purchase, receipt, use, assignment, and transition of assets procured with Project SeaHawk funds.

Disposition: Temporary. Cutoff when all property has been identified, transferred, excessed or disposed of in accordance with federal property regulations Destroy/delete after 7 years.

K. Still Photography: (Approximately __ MB/GB/TB)

1. Publicity photographs including VIP visitors to Project SeaHawk, and port security/Task Force Officers in action.

Disposition: Permanent. Cut off September 30, 2009 Transfer to National Archives immediately upon approval of schedule

2. Routine reference or research photographs, including photographs of law enforcement equipment purchased with, or through, Project SeaHawk funding. Also includes photographs of vessels coming into the Port of Charleston.

Disposition: Temporary. Cut off September 30, 2009. Destroy/Delete after 3 years

L. Office Administrative Files: Includes Project SeaHawk-specific routine administrative correspondence, scheduling matters, calendars, etc

Disposition: Temporary. Cut off September 30, 2009 Destroy immediately upon approval of schedule.

*Note: Project SeaHawk is requesting an exception to the GRS 23 for this item because there will not be a continuing need for these documents due to the official termination of the pilot program.

M. Operations Files:

Files supporting the regular operations of the Seahawk pilot program

1. TACSIT, Incident Action Plans (Approximately 2 cubic feet)

Disposition: Permanent. Cut off September 30, 2009 Transfer to National Archives immediately upon approval of schedule.

2. Other Project operational files

Project Seahawk

- Department of Health and Environmental Control Vaccination forms
- Deputy United States Marshall applications
- Daily Agenda for Unified Command Meetings
- Daily Operations Assignments
- Incident Action Plan working materials (include templates, etc
- Task Force Officer Reports/DARS including radiological analysis reports
- Exercise participation documents and after action reports
- Seahawk call/tip preliminary evaluation files

Disposition: Temporary. Cut off September 30, 2009 Destroy/Delete after 3 years.

N. Hard Copy Vessel Arrival Files Documents contain background information concerning commercial vessels that arrive in the Port of Charleston and an analysis of the potential risk posed by these vessels.

Disposition: Temporary. Cut off September 30, 2009 Destroy after 3 years

O. Intelligence Materials:

1. Intelligence briefings and summaries (Approximately 3 cubic feet)

Disposition: Permanent. Cut off September 30, 2009. Transfer to National Archives immediately upon approval of schedule.

2. Reference and supporting materials, which may include country backgrounds, port profiles, incident backgrounds, vessel photos and reference material (such as flags, maps, publications, news reports, etc.)

Disposition: Temporary. Cutoff September 30, 2009 Destroy/Delete after 3 years.

**RECOMMENDATION TO THE ARCHIVIST ON RECORDS
DISPOSITION REQUEST**

Job No. N1-118-09-1
Item Count: 19

SUMMARY

The Department of Justice, United States Attorney's Office, District of South Carolina requests disposition authority for the records of Project Seahawk.

Project Seahawk was established in 2003 as a multi-year congressionally funded pilot project intended to enhance maritime and intermodal transportation security for Charleston and South Carolina ports. The project's pilot phase concluded in September 2009. The South Carolina US Attorney's Office was given the responsibility for directing the Seahawk pilot, after which directorship has been transferred to the Coast Guard.

This schedule covers records specific to the pilot phase and maintained by the US Attorney's Office. Permanent records include those relating to organization, function, publications, operations, and emergency planning. Additionally, there is a collection of intelligence briefings, some space planning records documenting the cooperative relationships created by the project, and some still photographs of the task force in action proposed for permanent retention. These records are appropriate in providing an essential overview of the project.

Temporary records in the schedule include such things as office administrative files, supporting and working files, and electronic law enforcement support systems. Many of the systems are used for situational awareness and real time monitoring of the port.

Michael Churgin of the University of Texas Law School requested a copy of this schedule, but did not comment.

RECOMMENDATION

- 1 APPROVED FOR DISPOSAL The records described under all items of the schedule, except those that may be listed in blocks 2, 3, and 4 of this section, are disposable because they do not, or will not after the lapse of the period specified, have sufficient administrative, legal, research or other value to warrant their continued preservation by the Government
- 2 APPROVED FOR PERMANENT RETENTION. The records described under the following item or items have been appraised by the National Archives and Records Administration (NARA) and are determined to have sufficient historical or other value to warrant their continued preservation by the United States Government. The agency will transfer these records to the National Archives as specified **Items A-F, G1, H1, K1, M1, O1**
- 3 DISPOSITION NOT APPROVED The records described under the following item or items are not approved for disposition
- 4 WITHDRAWN The records described under the following item or items have been withdrawn at the request of the agency and/or NARA

FEDERAL REGISTER NOTICE

Not required.

Required - Publication Date 3/31/10
Copies Requested 1
Comments Received 0

SIGNATURES	TITLE	SIGNATURE	DATE
Appraisal <i>SM 6/15/10</i>	Appraiser	<i>Rebeckah Fairbank</i>	6/14/2010
	NWML	<i>Laurence n. Brewer</i>	<i>6-18-2010</i>
CONCURRENCES <i>JB 6/17/10</i>	NWM	<i>Paul M. Wolf</i>	<i>06.20.2010</i>



National Archives and Records Administration

8601 Adelphi Road
College Park, Maryland 20740-6001

May 10, 2010

Professor Michael J. Churgin
University of Texas School of Law
727 East Dean Keeton Street
Austin, TX 78705

Dear Professor Churgin:

Enclosed are the following schedules you requested on April 27:

- N1-440-09-5
- N1-48-08-22
- N1-48-09-10
- N1-60-07-2
- N1-118-09-1
- N1-358-09-6

You have 30 days from the date of this letter to submit comments. Please address comments to request.schedule@nara.gov. If you do not plan on submitting comments, please let us know as soon as possible, so we can expedite processing of the schedules.

We have not completed the appraisal of the below schedules. When we have done so, we will provide them to you and you will have 30 days to submit comments.

- N1-59-09-4
- N1-263-06-3

LAURENCE BREWER
Director
Life Cycle Management Division

Enclosures

S:\FedReg\Requestors\Churgin\FY10\CHUR100510.doc

Official File – NWML
Reading File – NWML

File: Federal Register Documentation File 1311.1b

Philpott

Sent with this letter:

- N1-440-09-5 Curry
- N1-48-08-22 Hulmston
- N1-48-09-10 Hulmston
- N1-60-07-2 Cooper
- N1-118-09-1 Fairbank
- N1-358-09-6 Scheiber

Not sent with this letter:

- N1-59-09-4 Roberson
- N1-263-06-3 Hawkins

[Schedules requested off the March 31, 2010, Federal Register]

RebekahL Fairbank - proposed schedules and appraisals

From: Michael Churgin <MChurgin@law.utexas.edu>
To: "requestschedule@nara.gov" <requestschedule@nara.gov>
Date: 4/27/2010 4:28 PM
Subject: proposed schedules and appraisals

May I please have the appraisal and proposed schedule for the following:

- N1-440-09-5 -- HHS
- N1-48-08-22 -- Interior
- N1-48-09-10 -- Interior
- N1-60-07-2 -- DOJ
- N1-118-09-1 -- DOJ
- N1-59-09-4 -- DOS
- N1-263-06-3 -- CIA
- N1-358-09-6 -- FMC

My address is below. Thank you

MJChurgin

=====
Michael J. Churgin (512) 232 - 1330
University of Texas School of Law FAX: 512 471.6988
727 East Dean Keeton Street
Austin, Texas 78705 mchurgin@mail.law.utexas.edu

**REQUEST FOR STAKEHOLDER UNIT ACTION:
INFORMAL REVIEW OF APPRAISAL REPORT**

Job Number: N1-118-09-1

ROUTE TO: NWME	DATE SENT: 1/20/10	DATE RECEIVED: JAN 22 2010 JAN 22 2010
	DATE DUE TO SENDER: 2/10/10	DATE RECEIVED BY SENDER:

FOR STAKEHOLDER USE. This job is transmitted for review of the appraisal report.

Concur Date: 2/26/10 Signature: Sharon Hill Adams

Comment: Please see attached memo, Thank you also for clarifying that the record-keeping copy for Item 11 is paper. The ashland that is true also of item 0.1 and the other permanent items.

Do Not Concur: Date: _____ Signature: _____

Comment: _____

Contact: Rebekah Fairbank, Rm. 2100 Tel. No. 7-0662

USE THIS FOR CONCURRENCES, APPROVALS, CLEARANCES, OR OTHER SIMILAR ACTIONS. ATTACH ADDITIONAL FORMAL COMMENTS IF NEEDED.



National Archives and Records Administration

8601 Adelphi Road
College Park, Maryland 20740-6001

Date 18 February, 2010
To NWML
From Paula Larich, NWME
Subject N1-118-09-1 Project Seahawk

Thank you for sending for review the appraisal report of the proposed disposition schedule listed above, submitted by the U.S. Department of Justice, U.S. Attorney's office, District of South Carolina. There are 25 items on the schedule. As the Project has concluded, and many of the records are in a non-electronic format, I will comment only on those items that are of relevance to NWME. These are listed below.

Item Number	Description	Proposed Disposition	NWME Concurrence
I	Supporting Electronic Systems		
	Automatic License Plate Reader (ALPR)	Temporary	Yes
	Radiological Detection System	Temporary	Yes
	Link Analysis/Data Analysis (LADAS)	Temporary	Yes
	Intelligent Video Database	Temporary	Yes
	Geospatial Database	Temporary	Yes
J	SeaHawk Portal	Temporary	Yes
	Inventory Database	Temporary	Yes

We concur that the SeaHawk Portal be scheduled as temporary, as long as the relevant data are transferred to the U.S. Coast Guard and scheduled accordingly.

P. Larich
PAULA LARICH
Archivist
Electronic and Special Media Records Services Division

Concurrence

Margaret Weid Adams
MARGARET ADAMS
Supervisor
Electronic and Special Media Records Services Division
Date FEB 25 2010

Concurrence.

Michael Carlson
MICHAEL CARLSON
Director
Electronic and Special Media Records Services Division
Date 2/26/10

From: Paula Larich
To: Adams, Margaret, Fairbank, RebekahL
Date: 2/25/2010 7 32 28 AM
Subject: Re Status of informal review of N1-118-09-1

Peggy,

I've spoken to Rebekah, and here are my comments (may I please request, again, that you send an e-mail with your comments? I cannot always read your handwriting)

- 1 Item M is a PDF that has been printed out (hence the measurement in cubic feet)
- 2 Item K photos are digital, and Ed McCarter has been sent the schedule for comment
- 3 After discussion with Rebekah, I agree with her that the LADAS database is temporary. The data in the system were not created by DOJ or USCG, and what few links were created have been documented in printed reports

I will revise my informal appraisal review to reflect this final change

Paula

>>> Margaret Adams 2/24/2010 5 21 PM >>>
Rebekah,

Paula Larich has drafted the NWME review. I had a couple of questions. She was out today. We should be getting our memo to you in the next several days.

Peggy

>>> RebekahL Fairbank 2/24/2010 11 29 AM >>>
Peggy,

Can you tell me the status of the above job that was sent for informal review on 1/20? Because this is for a pilot project that ended in Sept. 2009, we need to move quickly on this schedule to assure that records don't get lost in transit.

Thanks,
Rebekah

CC: Larich, Paula

RebekahL Fairbank - Re: N1-118-0901 NRCM SHU Comments

From: Randy Jones
To: Fairbank, RebekahL
Date: 2/24/2010 2:25 PM
Subject: Re: N1-118-0901 NRCM SHU Comments
CC: Leanne Townsend-Cerame

Rebekah -

NRCM has no further questions or comments regarding the job, N1-118-09-1. Please consider this reply notification of our concurrence with the appraisal.

Randy Jones
Senior Records Analyst
NRCM

>>> RebekahL Fairbank 2/23/2010 3:44 PM >>>
Randy,

Thank you for your comments on the appraisal of N1-118-09-1. I will address your comments in order.

-I have reviewed the RG 118 schedules and there are no schedules that cover these records. RG 118 schedules mostly contain records involved in litigation case files. In addition US Attorneys are in the process of updating their schedules due to precisely these types of lacking items in their previous schedules.

-Although the accumulation of permanent material is low, I visited the Seahawk facilities in Charleston and we can only schedule what exists. While it is true that records may not have been managed ideally throughout the project, there does not appear to have been any improper destructions.

-Item H would typically be applicable to GRS 18, but in looking at the documents I felt that these particular sets of plans documenting agency physical co-location had significant value due to their uniqueness of the pilot and the records relation to the mission of the pilot. The whole purpose of this project was to successfully co-locate multiple agencies working in security.

-Item L covers a large volume of routine administrative records. Because of the end of the pilot and complete transfer of responsibility for the project there is limited use for the records - which do not include high level project management correspondence. Additionally, it is the agency's responsibility to be prepared to handle litigation and the agency does not indicate a continuing need for these administrative records.

-The transfer of responsibilities to Coast Guard leadership, including record keeping responsibilities is somewhat complex because of the multi-agency aspect of the task force. I have spoken with Jill Snyder who is the appraisal archivist for Coast Guard to discuss some of the complexities of this transfer and to put her in touch with the new Coast Guard project director. She is aware and in concurrence with what is happening and the difficulties in listing these on the schedule itself.

-The cutoff instructions for all of these records refer to the date the project was actually handed over to Coast Guard leadership. Due to the late nature of the schedule submission, we could not finish the appraisal before that cut off necessarily had to occur. Although the SC US Attorneys office has been somewhat late in fully understanding their records responsibilities, they have been conscientious in maintaining at least a minimum of contract staff to see the records issues through. They have also been careful to maintain the records in

existence as of the cut off. Because of the long time in getting the schedule through the appraisal and concurrence process, we are working to accession the permanent records as soon as possible before we risk losing any records due to the dwindling staff to handle these.

Please let me know if you concur with the appraisal given this additional information. If you have any other questions, please call me and I will be happy to talk with you about this.

Rebekah

Rebekah Fairbank
 Appraisal Archivist
 National Archives and Records Administration
 Life Cycle Management Division, (NWML)
 ph. (301) 837-0662
 fax (301) 837-3697
rebekah.fairbank@nara.gov

>>> Leanne Townsend-Cerame 2/10/2010 11:51 AM >>>
 Jackie -

Below is NRCM's comments. Any questions should be addressed to Randy Jones.

***** ** *****

Leanne -

Here are NRCM's comments to N1-118-09-1 in final form.

In general, we find it somewhat puzzling that the agency decided to develop a new schedule when existing DAU's in RG 118 and RG 60 would have covered most of these items. If the agency and NWML felt it necessary to develop a new schedule, we would question what RG 118 has been doing with such commonly permanent records all these years. Records such as operating procedures, organization records, publicity records, and briefing records are so common to most agencies, we are concerned about the disposition of these records if they are not currently scheduled in RG 118.

We are also surprised by the low amount of accumulation of records in the permanent records series over the life of the project. This does not seem to measure up against our experience for the volume accumulation of these types of records.

We do not agree with the retention and appraisal for item H. We feel that these records do not arise to the level of permanently valuable and GRS 18-26 to 28 should apply.

We feel that an exception to item L should not be granted. The content description mentions scheduling activities and calendars which could be affected by GRS 23-5. While these may not be permanent, the content may include project managers' calendars and schedules and these could be useful in potential litigation.

We also are perplexed by the statement in the second paragraph of the appraisal which states "Some series will be discontinued upon termination of the pilot, while others will be continued under other leadership. Although some may be provided to Coast Guard for reference purposes, the items in this schedule refer to records for which the Coast Guard is not assuming record keeping responsibility." We infer that some records in the pilot project will be transferred to another agency. If that agency is to be the Coast Guard, which records is the appraiser referring to and under which records series in the Coast Guard's schedule will they be maintained. There is no reference in the disposition instructions to either the former or latter observations. This all should be

accounted for in the schedule.

Finally, we note that the cutoff instructions refer to the specific date of September 30, 2009. We would like to know how a schedule can be enforced with such instructions when the schedule has yet not been signed as of the composition of this memo. We hope the agency has not engaged in the premature destruction of records.

Randy

Leanne M Townsend-Cerame
Assistant Regional Administrator
NARA, Southeast Region
(404) 736-2825

PERSONAL INFORMATION - If you are not the intended recipient of the e-mail or fax, you are prohibited from sharing, copying, or otherwise using or disclosing its contents.

From: Jill Snyder
To: RebekahL Fairbank@nara.gov
Date: 2/18/2010 12:17:10 PM
Subject: Re Fwd SHU form for N1-118-09-1

Rebekah

Thanks for taking the time to clarify the exact nature of some of the records and to explain how some of the proposed retentions came to be. Your synopsis of our discussion is spot on and I concur. I look forward to speaking with Captain Beeson and will give him a call if I do not hear from him by the end of the week.

Jill

Jill Snyder
Senior Records Analyst
NARA Northeast Region
781 663 0147
>>> RebekahL Fairbank 02/17/10 3:20 PM >>>
Jill,

Thank you for your comments on N1-118-09-1. This is to follow up on our discussion of yesterday regarding these comments. As discussed, the exact processes and functions to be continued and the resulting records will depend upon Coast Guard's leadership of the project and must be addressed by Coast Guard records management. Captain Scott Beeson, of the Coast Guard is the person who will be able to provide specifics relating to how Coast Guard plans to handle these issues. He can be reached at Scott B Beeson@uscg.mil - 843-576-3824.

In particular we discussed the databases. Those for which Captain Beeson and task force officers saw a need for continuing use of the data, such as the Seahawk Portal, are being transferred to Coast Guard custody and the SC US Attorney's office will prepare a notification per 36 CFR 1231. Because some functions are being decentralized to non-federal entities, the license plate reader will be transferred to the local law enforcement offices and SC USAO will prepare a donation request upon approval of the schedule for the donation of the data to those entities. The other databases are supporting databases with transitory data and for which continuation only requires the software and not past data collected.

We also discussed the lack of RG 118 schedules that could potentially cover some of these records. Although many cover functions you would expect to be already scheduled, the US Attorneys are in the process of reviewing their schedules and have very limited schedules in place at the moment.

In response to your concern about the potential need for GAO concurrence the agency has agreed to revise the retention periods so that all program specific items will be kept for at least 3 years.

Although we discussed several item level questions you had, following is a summary of our response to the specific questions mentioned in your comments.

M1 - TACSIT stands for Tactical Situations which are test runs of potential terrorist and other threats to the port and how the task force would respond. The records document the test situations and evaluation of Seahawk effectiveness.

M2 - Other Operations Files - although the names of the different reports seem to indicate some importance, the critical information related to these is documented within incident reports of the agency responding to an incident. The Officer Reports, After Action Reports and other consist mainly of work assignment plans, agendas, center staff coverage planning and other routine daily operations planning activities. Throughout the pilot, the format and names of the records changed as different methods were tested out, but the functions covered are all very similar. Exceptions to this include the vaccination forms and marshal applications as well as the exercise participation (documenting limited levels of participation).

in exercises sponsored by external agencies)

With the additional explanations, please let me know of your concurrence with this. And if you have any additional questions feel free to ask.

Rebekah

Rebekah Fairbank
Appraisal Archivist
National Archives and Records Administration
Life Cycle Management Division, (NWML)
ph (301) 837-0662
fax (301) 837-3697
rebekahl.fairbank@nara.gov

>>> Jill Snyder 2/12/2010 3:23 PM >>>

Welcome back to the office! Hope you managed to dig out from the snow.

I understand the schedule only covers records specific to the pilot, but the appraisal report says some of the functions of Project Seahawk will be transferred to USCG upon closure of the pilot. I believe the pilot ended at the end of September. I appreciate your giving my name to Captain Beeson and look forward to getting his phone call. I did have a chance to review the SF115 and appraisal report and have some questions.

The appraisal report says that "relevant processes and cooperation procedures established during the pilot are being transferred to the leadership of the Coast Guard []". However, I'm unclear which exact processes and procedures will be transferred to the Coast Guard. It seems to me that these will be new records to the Coast Guard and will need to be scheduled. When the appraisal report says that "some series will be discontinued upon termination of the pilot, while others will be continued under other leadership" is it safe to assume that this "other leadership" refers to the Coast Guard? I also see that it says "[]some processes that are being maintained will shift to routine activities of the agency with primary responsibility". Does this refer to the Coast Guard? As you can see, from my comments, I'm just trying to figure out what records will be coming to the Coast Guard, who will have recordkeeping responsibility for said records, and what will need to be scheduled vs. what might already be scheduled etc.

The SF115 says that GAO concurrence is not required. However, there are some program records (N Hard Copy Vessel Arrival Files etc.) that will be destroyed immediately upon approval of the schedule. My understanding is that GAO concurrence is required when scheduling program records with less than a three year retention.

I have a couple of questions about the Supporting Electronic Systems (H 1-6) listed on the SF115. The SF115 says that the cutoff is September 30, 2009 and they should be deleted/destroyed immediately upon approval of the schedule. My concern is that there are records in these systems that might have some significance. In fact, it seems as if much of the information collected while doing the work of Project Seahawk is in these systems. I'm also concerned that some of these systems are going to be deleted when they may be useful to the Coast Guard when taking over some of these responsibilities. My thought is that all these systems should be taken out of the big bucket and scheduled individually.

Many of the items seem general (Records on Organizations and Functions, Briefing Materials, Operating Manuals, PR Documents, Publications etc.) in nature. Are these types of records not already on the RG 118 schedule? I spoke with a colleague who is very familiar with the RG118 schedule and said it is likely that some of these types of records are not already on their schedule, but I thought it was worth it to ask, just in case. I also saw that Project Seahawk is operated under the direction of the US Attorney's Office, through its Anti-Terrorism Advisory Council. Does the Council have its own schedule? If so, maybe some

of these records are scheduled there

I also have some questions about a few of the items on the SF115

M 1 Files supporting the regular operations of the Seahawk pilot program What does TACSIT stand for?

M 2 Other Operations Files Why type of information is in the Task Force Officer Reports, After Action Reports, and Call/Tip Preliminary Evaluation Files?

I understand that many of the records contained in this SF115 are either permanent or may not have any use to the program beyond the pilot I also know that some of the records will be sent to the USCG for reference purposes Which records are going to go to the Coast Guard? My concern is that the SF115 recommends that most of the records be permanent or destroyed upon approval of the schedule I can see a business need to transfer some of the records (not just reference copies) to the agencies who are acquiring both programmatic and recordkeeping responsibilities

Please let me know if you have any questions about anything I said Have a great weekend!

Jill

Jill Snyder
Senior Records Analyst
NARA Northeast Region
781 663 0147

>>> RebekahL Fairbank 2/11/2010 11 37 AM >>>

Oh, yes! I guess I was aware of that - just slipped my mind I did talk at length with Capt Beson who took over the project and gave him your name, so you will probably be hearing from him at some point

If you have any questions, please just call me whenever DC gets back up and running

Thanks!
Rebekah

>>> Jill Snyder 02/10/10 2 15 PM >>>

Thanks Rebekah!

This came to me because I am the Appraisal Archivist for the Coast Guard I understand the schedule only covers records created during the pilot, but I believe that some of the functions of Project Seahawk will be transferred to USCG upon closure of the pilot

Jill Snyder
Senior Records Analyst
NARA Northeast Region
781 663 0147

>>> RebekahL Fairbank 2/10/2010 2 08 PM >>>

Since we are snowed in as well, by the end of the week is fine

Out of curiosity, is there a reason that Northeast is doing the comments on the SHU when the regionalized parts of the records will be going to Atlanta?

Rebekah

>>> Jill Snyder 02/10/10 11 25 AM >>>

Rebekah

I do have some questions, but was wondering if I could get them to you by the end of this week. I know the SHU form asked for comments by today, but I just got this last week and I'm working on getting some stuff done before I leave for today (it is snowing and there is a good chance I'll be leaving a bit early).
Thanks!

Jill

Jill Snyder
Senior Records Analyst
NARA Northeast Region
781 663 0147

CC. Stephen Cooper@nara.gov, Elizabeth Fultz@nara.gov, Stephanie Fawcett@nara.gov

From: Richard Rayburn
To: Fairbank, RebekahL
Date: 2/15/2010 11 52 29 AM
Subject: Re Seahawk Classified Records

Hi Rebekah,

You know, given the small amount of records in the transfer it might be better to keep it together at College Park

Rich

>>> RebekahL Fairbank 2/12/2010 6 45 AM >>>
Thanks for the heads up!

As I mentioned, I spoke with Steve Tilley and Ann Cummings and they are prepared to take the records but wanted to make sure that you had the opportunity first. Just so that I am clear before I talk with them again, though, are you proposing taking all of the records except the digital photos and intelligence briefings? Are you okay with physically splitting the collection that way - or should we just try to move the whole collection to College Park?

Rebekah

>>> Richard Rayburn 2/5/2010 10 46 AM >>>
Hi Rebekah,

While reviewing the SHU on the above records I mentioned the presence of classified records in one of series to our Assistant Regional Administrator, Leanne Townsend-Cerame, who informed me that we cannot store regional classified records at the Carter Library longterm because they are not our classified repository of record and are not in our system. That would mean that the Declass unit in College Park would need to take the records rather than us. We would simply annotate the existence of those records in our accessioning dossier and our location register. I mentioned this possibility to the U S Attorneys Office in Charleston yesterday.

Sorry for the bad news,
Rich

**REQUEST FOR STAKEHOLDER UNIT ACTION:
INFORMAL REVIEW OF APPRAISAL REPORT**

Job Number: N1-118-09-1 - Project Seahawk

ROUTE TO: NWCT	DATE SENT: 1/20/10	DATE RECEIVED:
	DATE DUE TO SENDER: 2/10/10	DATE RECEIVED BY SENDER:

* Note: I spoke with Rich Rayburn (NRCA) about these records being accessioned in Atlanta and they would like to take them pending concerns abt. having staff with clearances.

FOR STAKEHOLDER USE. This job is transmitted for review of the appraisal report

Concur. Date: 2/3/10 Signature: Sten D. Tilley

Comment: If NRCA wants the records, they will need a secure storage facility in addition to clearances for their staff.

Do Not Concur Date. _____ Signature. _____

Comment: _____

Contact: Rebekah Fairbank, Rm. 2100 Tel. No. 7-0662

USE THIS FOR CONCURRENCES, APPROVALS, CLEARANCES, OR OTHER SIMILAR ACTIONS. ATTACH ADDITIONAL FORMAL COMMENTS IF NEEDED.

**REQUEST FOR STAKEHOLDER UNIT ACTION:
INFORMAL REVIEW OF APPRAISAL REPORT**

Job Number: N1-118-09-1

ROUTE TO: NWM	DATE SENT: 1/28/10	DATE RECEIVED:
	DATE DUE TO SENDER: 2/19/10	DATE RECEIVED BY SENDER:

*NWCs has agreed to accession these records (digital photos) despite their technical limitations.

FOR STAKEHOLDER USE. This job is transmitted for review of the appraisal report.

Concur: Date _____ Signature: _____

Comment: _____

Do Not Concur: Date Feb 2, 2010 Signature: [Signature]
(Pollen)


Comment: The megapixels and lack of metadata does not meet our guidance (see questions 3 and 6).

Contact: Rebekah Fairbank, Rm. 2100 Tel. No. 7-0662

USE THIS FOR CONCURRENCES, APPROVALS, CLEARANCES, OR OTHER SIMILAR ACTIONS ATTACH ADDITIONAL FORMAL COMMENTS IF NEEDED

**REQUEST FOR STAKEHOLDER UNIT ACTION:
INFORMAL REVIEW OF APPRAISAL REPORT**

Job Number: N1-118-09-1

ROUTE TO: NWMD NDC	DATE SENT: 1/20/10	DATE RECEIVED: <i>1-22-2010</i>
	DATE DUE TO SENDER 2/10/10	DATE RECEIVED BY SENDER.

FOR STAKEHOLDER USE. This job is transmitted for review of the appraisal report.

Concur: Date: 1-26-2010 Signature: *Madeline Proctor*

Comment: _____

Do Not Concur: Date: _____ Signature: _____

Comment: _____

Contact: Rebekah Fairbank, Rm. 2100 Tel. No. 7-0662

USE THIS FOR CONCURRENCES, APPROVALS, CLEARANCES, OR OTHER SIMILAR
ACTIONS. ATTACH ADDITIONAL FORMAL COMMENTS IF NEEDED.

**REQUEST FOR STAKEHOLDER UNIT ACTION:
INFORMAL REVIEW OF APPRAISAL REPORT**

Job Number. N1-118-09-1

ROUTE TO NWCS	DATE SENT: 1/20/10	DATE RECEIVED: <i>1/26/2010</i>
	DATE DUE TO SENDER: 2/10/10	DATE RECEIVED BY SENDER:

FOR STAKEHOLDER USE. This job is transmitted for review of the appraisal report.

Concur: Date: 1/26/2010 Signature: *[Signature]*
Comment: _____

Do Not Concur: Date: _____ Signature: _____

Comment: _____

Contact: Rebekah Fairbank, Rm 2100 Tel. No. 7-0662

USE THIS FOR CONCURRENCES, APPROVALS, CLEARANCES, OR OTHER SIMILAR
ACTIONS. ATTACH ADDITIONAL FORMAL COMMENTS IF NEEDED

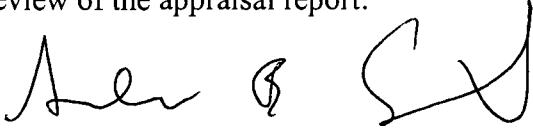
**REQUEST FOR STAKEHOLDER UNIT ACTION:
INFORMAL REVIEW OF APPRAISAL REPORT**

Job Number: N1-118-09-1

RECEIVED JAN 21 2010

ROUTE TO: NWMW	DATE SENT: 1/20/10	DATE RECEIVED:
	DATE DUE TO SENDER: 2/10/10	DATE RECEIVED BY SENDER:

FOR STAKEHOLDER USE This job is transmitted for review of the appraisal report.

Concur: Date: 1/21/10 Signature: 
 Comment: _____

Do Not Concur: Date: _____ Signature: _____

Comment: _____

Contact: Rebekah Fairbank, Rm. 2100 Tel. No. 7-0662

USE THIS FOR CONCURRENCES, APPROVALS, CLEARANCES, OR OTHER SIMILAR
 ACTIONS ATTACH ADDITIONAL FORMAL COMMENTS IF NEEDED

Jan 1/13/10



National Archives and Records Administration

8601 Adelphi Road
College Park, Maryland 20740-6001

Date: December 30, 2009
Appraiser: Rebekah Fairbank, NWML
Agency: Department of Justice
Subject: N1-118-09-1

INTRODUCTION

Schedule Overview

Project Seahawk

Background Information

Project Seahawk was established in 2003 as a multi-year congressionally funded pilot project, and the pilot phase was concluded in September 2009. The South Carolina US Attorney's Office was given the responsibility for directing the Seahawk pilot. After the September conclusion, relevant processes and cooperation procedures established during the pilot are being transferred to the leadership of the Coast Guard and are being integrated as part of routine port security procedures. Some processes initiated as part of Seahawk may also be integrated into security procedures for ports throughout the country.

This schedule covers records specific to the Pilot project. Some series will be discontinued upon termination of the pilot, while others will be continued under other leadership. Although some may be provided to Coast Guard for reference purposes, the items in this schedule refer to records for which Coast Guard is not assuming record keeping responsibility. Because of the multiple agency scope of the project, some processes that are being maintained will shift to routine activities of the agency with primary responsibility. While the Pilot project (and corresponding documentation) represents the coordination of efforts, the continuation of the project will leave intact the cooperation procedures established, but begin to decentralize some of the recordkeeping responsibilities. This is further complicated in some respects because of the mix of federal and non-federal law enforcement agencies involved in the project.

During the week of November 30, I met with participants of the Project Seahawk, including Kelly Shackelford, Pilot project director, and Captain Scott Beeson, the Coast Guard director assuming responsibility. I viewed records in all series maintained during the pilot and spoke with pilot task force members who worked with or had knowledge of how the records were used. Captain Beeson and I spoke about the potential continuing need for records created during the pilot phase and how recordkeeping responsibility would shift during the transition of the project.

Overall Recommendation
Recommend approval

APPRAISAL

Items A-C, Organization/Function, Briefing Materials and Comments, and Operating Manuals

Proposed Disposition: Permanent

Appropriateness of Proposed Disposition: Appropriate

Appraisal Justification:

* Documents significant actions of Federal officials. These records include the overall directions, plans and presentation of the pilot. The initial concepts of operations, executive summary, and the later organization documents show the changes in the functioning of Seahawk as processes were tried and tested. The briefing materials document how the project was presented to high level officials, including major issues that arose and how they were resolved. Operating manuals document the procedures followed by task force members in different situations. All of these as a whole document the function and methods for carrying out the mission of the project as well as significant changes implemented throughout the pilot

Adequacy of Proposed Retention Period(s): Adequate.

Media Neutrality: Approved.

Item D, Public Relations Documents

Proposed Disposition: Permanent

Appropriateness of Proposed Disposition: Appropriate

Appraisal Justification:

* These documents consist of a collection of news and magazine clippings kept during the pilot to document how the project was being portrayed in the media. Although they do not include every mention of the project by the media, these represent the key articles that were circulated among task force members during planning and implementation of port operations. Of particular interest are those that come from localized media sources that document how the project impacted the Charleston port community. Although these news clippings are all publicly available, the collection of these articles is unique and representative of the project

Adequacy of Proposed Retention Period(s): Adequate.

Media Neutrality: Approved.

Item E, Publications

Proposed Disposition: Permanent

Appropriateness of Proposed Disposition: Appropriate

Appraisal Justification:

* Documents significant actions of Federal officials. This item refers to a single record copy of the project publication produced. This publication provides an overview of the project and is essentially a shortened summary of what is included in the initial concept of operations, which was never fully completed. As the project evolved, focus was spent on producing this publication as a representation of the project's importance and task force members tend to view this publication as the more official and complete overview of the project

Adequacy of Proposed Retention Period(s): Adequate.

Media Neutrality: Approved.

Item F, Substantive Correspondence and Subject Files

Proposed Disposition: Permanent

Appropriateness of Proposed Disposition: Appropriate

Appraisal Justification:

* Documents significant actions of Federal officials. This includes key documents and correspondence reflecting the management of the pilot. Additionally, it also includes documentation of high level decisions in the preparation for transfer from the pilot to the responsibility of Coast Guard and Department of Homeland Security.

Adequacy of Proposed Retention Period(s): Adequate.

Media Neutrality: Approved.

Item G1, Space Assignment Plans (co-locations)

Proposed Disposition: Permanent

Appropriateness of Proposed Disposition: Appropriate

Appraisal Justification:

* Documents significant actions of Federal officials. Although typically space assignment plans are included in GRS 17, a major function of the pilot project and the US Attorney responsibility was to successfully promote cooperation and information sharing among the agencies involved in port security. One of the key ways that the project did this was to create a facility in which participating agencies had space allocated in a physically co-located manner. The space assignment plans included in this item represent the drawing and allocation of space among the agencies involved. These also demonstrate the changes as the project evolved in how space was allocated to better facilitate information sharing.

This exception to the GRS refers only to those assignments relevant to allocation of space among agencies and does not refer to additional records which may actually fit under GRS 17, item 6 (see item G2). The US Attorney's office plans to handle these additional space assignment records in accordance with the GRS, that is superseded records will be destroyed and current records will be transferred to the custody of the Coast Guard

Adequacy of Proposed Retention Period(s): Adequate.

Media Neutrality: Approved.

Item H1, Emergency Planning Records

Proposed Disposition: Permanent

Appropriateness of Proposed Disposition: Appropriate

Appraisal Justification:

* Documents significant actions of Federal officials. GRS 18, item 27 addresses these types of records and specifies that they must be scheduled for permanent retention as part of an SF115. These documents include the final emergency plans and procedures and document the performance and results of major tests of these plans. Particularly with the Seahawk project representing port security, the documentation of emergency plans and performance of those plans is relevant to the success of the project in fulfilling its mission

Adequacy of Proposed Retention Period(s): Adequate.

Media Neutrality: Approved.

Item H2, Emergency Planning Working files

Proposed Disposition: Temporary

Appropriateness of Proposed Disposition: Appropriate

Appraisal Justification:

* Approved for temporary retention in GRS 18, item 27. The key emergency planning documentation is captured in item H1. Records in this item relate to background and supporting materials that have a diminished value once the final plans and procedures are established and tested.

Adequacy of Proposed Retention Period(s): Adequate.

*GRS 18, item 27 requires that these records be kept for 3 years, however due to the completion of the pilot, the South Carolina US Attorneys office requests an exception to GRS 18 for immediate destruction of the records. The Coast Guard will have a copy of the final plans and will continue to produce and maintain similar working files, however those will be specific to Coast Guard management of the functions. Because of the termination of the project, these files do not have continuing value.

Media Neutrality: Approved.

Item I, Supporting Electronic Systems

Proposed Disposition: Temporary

Appropriateness of Proposed Disposition: Appropriate

Appraisal Justification:

* Has little or no research value. These electronic systems provide support to law enforcement entities during the course of following Seahawk procedures. Although the data was relevant to the project, the real value of these systems to the project was in the software capabilities. In many cases there are plans to transfer the software to the applicable law enforcement entity for the continuation of the functions, however except in specific instances the data is of little continuing use to these entities and will not be transferred.

1.) The Automatic License Plate Reader is one exception. This system relies on equipment funded by Project Seahawk, but fulfills a mainly local law enforcement purpose of collecting license plate data to assist coordination of local land based enforcement efforts surrounding the port. This is not a function that will continue under the main Seahawk auspices. However, because the data is relevant for comparison, some of the local non-federal units may

have continuing use for the historical data and US Attorneys may request to donate this data to the main local law enforcement agency. Raw license plate data has little historical value in and of itself, the important information is in what is done with that data which for this data has always been documented as part of the local agency records and under their recordkeeping requirements.

2.) The Radiological Detection System captures data points for detection of radiological materials. Radiological detection equipment may be used on ships in the harbor or on vehicles on land throughout the port. The system only collects the raw data; all analysis is performed by a separate entity. This system is not being continued after the end of the pilot and there is little continuing value for the raw data.

3) The Link Analysis Data Analysis is an intelligence tool used to visualize and identify correlations in data, particularly in unstructured data such as published or narrative documents. The tool maps data connections identified through semantics and other processing features, however the data used for analysis within Project Seahawk are all openly available documents that are manually identified for analysis. For example, the project might enter the 9/11 commission report or other published terrorist documents together with port vessel data to identify links. However, the data in the system does not document any analysis of links that might be identified by the software. The analysis relevant to the project is documented in the intelligence reports and briefings.

4.) The Intelligent Video Database relies on cameras which send a continuous stream back to the server. The system converts the streaming video into plots on a map that shows a real time picture of moving items within the view of the camera. The data maintained in the system includes a log of historic plotting points. For example the database would maintain the time that a small ship was sighted on the video and where it was at each moment. The program has the capability of being programmed to only plot specific types of moving objects, but Project Seahawk has not used this capability and anything moving has been plotted and displayed real time for the duration of the system (it is a relatively new system for the project, so there is not a significant amount of data). The plots themselves have little informational value. The value lies in the actions taken based on those plots which are documented in individual agency operations records.

5.) Much like the Intelligent Video and Link Analysis, the Geospatial Database provides a visualization of different sets of data layers mostly purchased from publicly available sources or provided by city or local entities. The layers themselves are not created by Seahawk, except for some real time data generated by the intelligent video and other Seahawk tools which were pulled in for visualization, but were done so ad hoc and not maintained as part of the database. Data layers could be configured in different methods, but the database only includes the layers and data points. In some cases the map layers could identify the closest task force officers for response capabilities, but any actions taken would then be documented as part of a daily activity or incident report.

6.) The Seahawk Portal is the main supporting system for accomplishing the project mission. The Portal is an electronic repository for data regarding each ship scheduled to enter the

harbor. The system receives data about the crew, cargo, vessel history, and potentially photos prior to the ship entering the harbor. The system also uses a protocol to identify all suspicious indicators for each ship. The system also maintains a section that allows a unified command to review the ships daily to identify any of a list of potential operations to be carried out upon the ships arrival. Although the data represents the planning process for coordinated operations among taskforce members, the portal also includes a significant amount of additional routine materials about each ship that enters the harbor. The significant operational planning procedures followed are documented in the permanent operating manuals, operations files, and briefing materials.

The SC USAAttorney's office will transfer portal data for the continuation of the project, but due to data restrictions, not all data will be transferred. At the end of the pilot a snapshot of all portal data was taken prior to any transfer and that data will be disposed of in accordance with this schedule. Any data parts transferred will become the responsibility of Coast Guard and scheduled accordingly.

Adequacy of Proposed Retention Period(s): Adequate.

Media Neutrality: Approved.

Item J, Inventory Database

Proposed Disposition: Temporary

Appropriateness of Proposed Disposition: Appropriate

Appraisal Justification:

* Other. The Inventory database functions as a property accountability tool. Part of the system documents some functions related to GRS items, such as acquisition and equipment inventory. However, the system also serves an accountable property function which is not included in the GRS, but similar systems are consistently scheduled for temporary retention. This database serves the added function of documenting the transfer of equipment purchased with project funds. Once the administrative need for assuring proper disposition of equipment has been met, the value of the records significantly diminishes.

Adequacy of Proposed Retention Period(s): Adequate.

Media Neutrality: Approved.

Item K1, Still Photos – publicity photos

Proposed Disposition: Permanent

Appropriateness of Proposed Disposition: Appropriate

Appraisal Justification:

* High potential research value. These photos document the key public face of the project. They include photos of the project task force members boarding ships and otherwise accomplishing the project mission. Additionally the collection includes visits of high profile individuals, such as senators, to see the project in action.

Although the photos do not have the ideal caption metadata, the images all relate to Project Seahawk as implemented in and around the Port of Charleston. And the images do have

standard technical metadata, such as the date and time the photo was taken and equipment specifications. The photos do not all meet the 6 megapixel NARA requirements as they were taken with a camera default of 5 megapixel. The agency will complete a technical questionnaire for these, but I spoke with Bill Wade of NWCS regarding these shortcomings and the feasibility of accessioning these records. I recommend permanent retention despite these technical obstacles.

Adequacy of Proposed Retention Period(s): Adequate

Media Neutrality: Approved.

Item K2, Still Photos – reference photos

Proposed Disposition: Temporary

Appropriateness of Proposed Disposition: Appropriate

Appraisal Justification:

* The reference photos consist mostly of documentation of equipments purchased with project funds and of vessel photos for each vessel entering the harbor. These collections of photographs are of a significant size, but document routine items of short term value to the project.

Adequacy of Proposed Retention Period(s): Adequate.

Media Neutrality: Approved.

Item L, Office Administrative Files

Proposed Disposition: Temporary

Appropriateness of Proposed Disposition: Appropriate

Appraisal Justification:

* Already approved for temporary retention. These records fall under GRS 23, however the agency is requesting an exception to the GRS because of the termination of the project. Unlike some GRS records created by the project, these have no continuing value beyond the end of the project.

Adequacy of Proposed Retention Period(s): Adequate.

Media Neutrality: Approved.

Item M1, Operations Files

Proposed Disposition: Permanent

Appropriateness of Proposed Disposition: Appropriate

Appraisal Justification:

* Documents significant actions of Federal officials. The operations files document the actions and procedures of Project Seahawk. The Incident Action Plans document the development of the operations planning prior to the portal. They demonstrate the operational planning process without the additional routine data linked within the portal. These documents also show the progression of the operational planning procedures during the pilot phase of Seahawk. The TACSIT documents show test situations to evaluate project situational awareness and response coordination to potential threats to the port.

Adequacy of Proposed Retention Period(s): Adequate.

Media Neutrality: Approved.

Item M2, Operational Files

Proposed Disposition: Temporary

Appropriateness of Proposed Disposition: Appropriate

Appraisal Justification:

* Other. These records include additional operational records specific to the Project Seahawk, but are routine daily project actions. The vaccination forms and Marshall applications are for special task force member requirements. All members received certain vaccinations and were deputized as temporary US Marshals. These files contain documentation of these actions for each task force member.

The daily agendas, operations assignments, incident action plan supporting materials, daily activity reports, and tip preliminary evaluation files are daily activities with substantial documentation, but the significant actions are all incorporated into other recordkeeping files. Because the role of the project was to coordinate operations, if any actions resulted in follow up action being taken by a participating agency, the reports of those follow-ups exist within the responsible agency records. The significant structure of planning the operations and coordinating efforts is documented in other permanent project records and the voluminous daily activities have little continuing value.

The Exercise participation documents, unlike TACSIT, represent exercises sponsored and coordinated by other agencies in which any member of the task force participated. The documentation includes mock situations provided to the participating member, the Seahawk member's proposed actions and an evaluation of their response. Without the context of other participants or full participation of the taskforce, these documents have limited value.

Adequacy of Proposed Retention Period(s): Adequate.

Media Neutrality: Approved.

Item N, Hard Copy Vessel Arrival Files

Proposed Disposition: Temporary

Appropriateness of Proposed Disposition: Appropriate

Appraisal Justification:

* Does not document significant actions of Federal officials. The vessel arrival files function as partial pre-cursors to the Seahawk Portal. These include the background data on all vessels arriving in the port. The documents also begin to identify potential risks for each system in a similar manner that the Portal utilizes a suspicious indicator protocol. Any significant findings resulting in a planned coordination in operations is documented in the permanent Incident Action Plans.

Adequacy of Proposed Retention Period(s): Adequate.

Media Neutrality: Approved.

Item O1, Intelligence Briefings and Summaries

Project Seahawk did not function as an intelligence organization specifically. However, the project relied heavily upon situational awareness in coordinating efforts. The project

maintained a small intelligence team whose responsibility was to maintain awareness of major international issues that might affect port or maritime security and more specifically to compile and analyze information from the Charleston area which could potentially affect port operations. Their findings which were presented to task force members are documented through their regular briefings and summaries. To facilitate collaboration, the agency attempted to avoid using classified materials, however some briefings are classified due to their containing derivative classified materials.

Proposed Disposition: Permanent

Appropriateness of Proposed Disposition: Appropriate

Appraisal Justification:

* Other. The circulation of these findings, although not representing actions of federal officials, does have evidential value in that they influenced the way in which operations were planned and carried out.

Adequacy of Proposed Retention Period(s): Adequate.

Media Neutrality: Approved.

Item O2, Intelligence supporting materials

Proposed Disposition: Temporary

Appropriateness of Proposed Disposition: Appropriate

Appraisal Justification:

* Little or no research value These materials served as reference to the intelligence materials prepared and circulated. Many of the materials involve routine publicly available information, such as country flags and background materials. Others represent preliminary reports prepared by the intelligence team as background, but which were never circulated. The materials serve mainly a reference function, with all significant findings represented in the briefings and summaries

Adequacy of Proposed Retention Period(s): Adequate.

Media Neutrality: Approved.



REBEKAH L FAIRBANK
Lifecycle Management Division

AGENCY REVIEW OF NARA TECHNICAL REQUIREMENTS FOR PERMANENT ELECTRONIC RECORDS

Digital Photographic Records

Please respond to the following questions by circling "yes" or "no" For each question where a "no" response is indicated, please attach supplemental information explaining how the question is handled in your agency

Upon completion please sign and submit to NARA with the proposed SF-115 for the related permanent electronic records

Record Series/System: Project SeaHawk - Still Photography - Publicity Photos	
1. Are the digital photographic records in a format acceptable for transfer to NARA (e.g., JPEG, TIFF)?	Y / N YES
2. Do the digital photographic records consist of natural, real-world scenes or subjects (i.e., not satellite imagery, aerial photography, or vector-based images)?	Y / N YES
3. If the digital photographic records were born-digital (originated from a digital camera) and they were captured after January 1, 2005, were they captured as six megapixel files or greater? PICTURES WERE TAKEN WITH A 5MG PIXEL	Y / N NO
4. If the records are not born-digital, are the photographs (i.e., prints, slides, or negatives) scanned as 3000 line files (or greater) to approximate a 6 megapixel file image?	Y / N N/A
5. Are the photographic records produced with true optical resolution, i.e. without resizing or interpolating to a higher resolution?	Y / N YES
6. Do the photographic records include descriptive metadata such as captions, photographer names, copyright, and unique identification numbers?	Y / N NO
7. Do the photographic records include technical metadata such as camera model, file header structure, and file naming conventions?	Y / N YES
8. Are all descriptive and technical metadata captured for each item in either the image header or in accompanying documentation?	Y / N YES
9. Are there finding aids and other relevant technical documentation associated with the records that can be transferred to NARA?	Y / N YES
10. Are there provisions for assuring the integrity and continued usability of the electronic records until they are ready for transfer to NARA?	Y / N YES

_____/s/_____
Designated Agency Representative

01/20/2010
Date

From: "Ratliffe, Gail (USAEO)" <Gail.Ratliffe@usdoj.gov>
To: "RebekahL Fairbank" <RebekahL.Fairbank@nara.gov>
Date: 1/15/2010 6:24:21 AM
Subject: FW: Digital Photographic Records Sheet Information

Rebekah
See below Please advise

-----Original Message-----

From: Moore, Elizabeth (USAEO)
Sent: Thursday, January 14, 2010 1:22 PM
To: Fonville, John (USASC), Ratliffe, Gail (USAEO)
Cc: Littell, Mark
Subject: Digital Photographic Records Sheet Information

Hi John and Gail Here is the information for the "Digital Photographic Records" sheet (attached) Rebekah said after "Record Series/System " you should insert "Still Photography Publicity Photos "

The answer is "Yes" to Questions 1, 2, 5, 7, 8, 9, and 10

The answer to Question No 3 is "No" because the pictures were taken with a 5mp pixel camera

The answer to Question No 4 is not applicable so we are not sure how NARA wants this answered

The answer to Question No 6 is "No" because only the technical metadata is included This means that none of the pictures had captions, photographer names, copyright, or unique identification numbers other than the file names they were assigned on the computer

I understood Rebekah's interest was in the photos contained in the publication entitled, "SeaHawk, A Model Port Security " Primarily, she was looking for photos inside the Ops Center, VIP visits, and photos of the Task Force Officers in action It should be noted that the publication of this book was tasked through SCRA and SeaHawk is not privy to, nor did they generate, a lot of the pictures in the book (skylines, towers, cargo ships, airplanes, etc) Therefore, we believe those pictures will not be considered permanent SeaHawk records

I hope this helps Please let me know if you have any questions or need additional information I can be reached at 919-673-6410

Liz

CC: "Fonville, John (USASC)" <John.Fonville@usdoj.gov>

From: "Ratliffe, Gail (USAEO)" <Gail.Ratliffe@usdoj.gov>
To: "Fonville, John (USASC)" <John.Fonville@usdoj.gov>, "RebekahL Fairbank" <RebekahL.Fairbank@nara.gov>
Date: 1/5/2010 2:54:41 PM
Subject: RE: Revised Draft for Project Seahawk

Rebekah

I have reviewed the revised draft for Project Seahawk and it looks great! I'm not surprised that NARA thought so many of the materials were worthy of preservation.

My one concern is that I cannot tell from the schedule itself what is "classified" material and what isn't. We need guidance on how we would be filling out the SF258 so that we do not inadvertently allow any classified or protected/law enforcement sensitive information be released.

Please advise! And thanks!

Gail C. Ratliffe
National Records Manager
Executive Office for U.S. Attorneys
OCIO/Records and Information Management Staff
Office: 202.616.6876
Blackberry: 202.257.5987
Cell: 540.623.4677

-----Original Message-----

From: Fonville, John (USASC)
Sent: Tuesday, January 05, 2010 8:35 AM
To: RebekahL Fairbank, Ratliffe, Gail (USAEO)
Cc: Shackelford, Kelly (USASC), Moore, Elizabeth (USAEO)
Subject: RE: Revised Draft

Gail and Rebekah, I have reviewed the attached draft and discussed with our staff. I agree, this looks like a good document. Kelly has now departed to DOJ. Consequently, I'll be the Seahawk approval authority for the remainder of the administrative transition. Gail, if you find this to be acceptable, I think we are ready to move forward. Thanks.
John

-----Original Message-----

From: RebekahL Fairbank [mailto:RebekahL.Fairbank@nara.gov]
Sent: Monday, January 04, 2010 9:00 AM
To: Moore, Elizabeth (USAEO), Fonville, John (USASC)
Cc: Shackelford, Kelly (USASC)
Subject: RE: Revised Draft

John,

I hope you had a great holiday.

I'm trying to follow up on this to make sure that I get the final okay.

and can proceed with the appraisal that I am writing up and get this signed as soon as possible

Attached is the most recent draft that I received. It looks good on my end, but I need Gail Ratliffe's approval on this as well as SC USAO and Project Seahawk approval.

Please keep me updated and let me know if you need anything else from me.

Thanks,
Rebekah

>>> "Fonville, John (USASC)" <John.Fonville@usdoj.gov> 12/15/2009 2:13 PM >>>

I haven't seen the revised draft. If you could forward to me, I'll review. Thanks. John

-----Original Message-----

From: Moore, Elizabeth (USAEO)
Sent: Tuesday, December 15, 2009 2:12 PM
To: RebekahL Fairbank
Cc: Shackelford, Kelly (USASC), Fonville, John (USASC)
Subject: RE: Revised Draft

Hi Rebekah - Kelly is out with a family emergency. I'll pass the draft on up to John Fonville in Columbia and see if he can move it along.

Liz

-----Original Message-----

From: RebekahL Fairbank [mailto:RebekahL.Fairbank@nara.gov]
Sent: Tuesday, December 15, 2009 1:19 PM
To: Moore, Elizabeth (USAEO)
Cc: Shackelford, Kelly (USASC)
Subject: Re: Revised Draft

Hi Liz,

Where is the schedule at this point? Is the revised draft you sent me going to be okay with everyone there?

Thanks!
Rebekah

>>> "Moore, Elizabeth (USAEO)" <Elizabeth.Moore@usdoj.gov> 12/10/2009 12:12 PM >>>

Hi Rebekah - thanks for your comments. I am attaching the "unofficial" revised draft and just have to ask Mark to give me a volume on the photos. I do have one other question about M 1 - where we mention the "final pdf" - is that the way you want that section worded because I thought we were just giving you hard copies so as to not have to go through the pdf hoops.

Thanks, Liz

<<Seahawk SF115 NARA 12-10-09 docx>>

Project Seahawk

**U. S. Department of Justice
United States Attorney's Office
District of South Carolina**

I. Organizational Context in which the records were created:

The position of United States Attorney was established by the Judiciary Act of 1789 (1 Stat. 73, § 35), and the mission of the United States Attorneys' Offices (USAOs) is to prosecute criminal offenses and litigate civil matters on behalf of the United States in all 94 Federal judicial districts nationwide. 28 U.S.C. § 547. In 1789, there were only thirteen federal districts. Today there are 94 federal districts with 93 U.S. Attorneys serving them. (The same U.S. Attorney serves both the District of Guam and the District of the Northern Mariana Islands.)

Project SeaHawk was established in March of 2003 as a multi-year congressionally funded pilot project intended to enhance maritime and intermodal transportation security for Charleston and South Carolina Ports. SeaHawk was also created to serve as a national center of innovation to enhance our nation's intermodal security. SeaHawk is operated under the direction of the United States Attorney's Office, District of South Carolina, and serves as one of the counterterrorism/critical infrastructure initiatives through its Anti-Terrorism Advisory Council. SeaHawk's objective is to prevent and disrupt criminal, extremist or other illicit activity by enhancing existing intermodal security. Clearly the protection of our nation's maritime borders is a shared responsibility crossing multiple jurisdictional boundaries. No other similar program integrating resources, operations, information and intelligence similar to the combined federal, state and local effort at SeaHawk exists elsewhere in the nation. Through innovative development and deployment of technology, unified command operating procedures, and innovative information-sharing systems and procedures – all of which can be exported to assist other U.S. Ports at the end of the pilot project -- SeaHawk has become a model for port and intermodal security throughout the nation.

PROJECT ACHIEVEMENTS. Project SeaHawk is a national model for intermodal and maritime security and has led the way in the innovative use of law enforcement, intelligence, and technological resources:

- SeaHawk established a full-time, multi-agency, co-located federal, state, and local law enforcement task force using a standing unified command to eliminate interagency rivalries, promote cooperation, and enhance information-sharing and investigative resources;
- SeaHawk created a shared information environment for increased situational awareness of all intermodal activity in the port by providing full and complete access of all collected information to task force members,
- SeaHawk developed a dedicated intelligence section to provide direct support to law enforcement operations and investigations;
- SeaHawk created a joint operations command center providing unparalleled intermodal and maritime domain situational awareness;

Project Seahawk

- SeaHawk developed the first integrated radiological detection and monitoring architecture in the nation to detect any radiological source material being transshipped in or out of the Port of Charleston;
- At the request of the Port of Savannah, SeaHawk tailored its unique operations and intelligence portal to allow the Ports of Georgia to utilize the same tools and processes created and operationalized at SeaHawk for port security operations in Georgia's ports.
- SeaHawk created a joint operations command center providing unparalleled intermodal and maritime domain situational awareness;

II. Description of the Records:

A. Records on Organization and Functions (approximately 130 pages): Documents created during Project duration (2003 to 2009) describing Project SeaHawk's creation, mission, and organization to include Memoranda of Agreement between Project SeaHawk and federal, state, and local agencies setting out interagency operational relationships. Also includes 2003 SeaHawk Executive Summary; Developmental Proposal; Proposed Operational Agreement; and Proposed Budget for Project initiation.

Disposition: Permanent. Cutoff is September 30, 2009. Transfer to the National Archives and Records Administration within 90 days of cut off.

B. Legislative Comments ((approximately 10 pages): Statement of the Honorable Reginald I. Lloyd, United States Attorney for the District of South Carolina, before the Committee on Homeland and Governmental Affairs, United States Senate, October 16, 2007.

Disposition: Permanent. Cutoff is September 30, 2009. Transfer to the National Archives and Records Administration within 90 days of cut off.

C. Operating Manuals Relating to Program Functions (approximately 200 pages): Documents created during Project duration (2003 to 2009) to standardize operating procedures relating to operational/program functions to include SeaHawk Standard Operating Procedures for Vessel boardings, Cruise Ship boardings, Ferry Ship boardings, Harbor Patrols, Gate Security Checks, Vehicle and Container Inspection System, Vessel Escorts, Radiological Detection, and Voice Communications.

Disposition: Permanent. Cutoff is September 30, 2009. Transfer to the National Archives and Records Administration within 90 days of cut off.

D. Briefing Materials (approximately 200 pages): Select documents prepared from 2006 to 2009 to inform agency heads and senior advisers of Project SeaHawk's current status or of major issues confronting the Project.

Disposition: Permanent. Cutoff is September 30, 2009. Transfer to the National Archives and Records Administration within 90 days of cut off.

Project Seahawk

E. Public Relations Documents (approximately 100 pages): Select newspaper/magazine articles written during Project duration (2003 to 2009) about Project SeaHawk.

Disposition: Permanent. Cutoff is September 30, 2009. Transfer to the National Archives and Records Administration within 90 days of cut off.

F. Publications (38 pages). Published book entitled *SeaHawk A Model for Port Security* (2008).

Disposition: Permanent. Cutoff is September 30, 2009. Transfer to the National Archives and Records Administration within 90 days of cut off.

G. General Correspondence, or Subject, Files Documenting Substantive Agency Programs (Approximately 10 pages): Documents include May 2008 letter from the Department of Justice (Director, Executive Office for United States Attorneys) to the Department of Homeland Security (Deputy Secretary) and April 2009 letter from the Department of Homeland Security (Director, Office of Operations Coordination and Planning) to the Department of Justice (Director, Executive Office for United States Attorneys) with attached memorandum.

Disposition: Permanent. Cutoff is September 30, 2009. Transfer to the National Archives and Records Administration within 90 days of cut off.

H. General Records Schedule 3 - Procurement, Supply, and Grant Records

Project SeaHawk records specific to this Schedule include:

1. General Correspondence Files
2. Routine Procurement Files
3. Solicited and Unsolicited Bids and Proposal Files
4. Inventory Requisition Files
5. Inventory Files
6. Telephone Records
7. Electronic Mail and Word Processing System Copies.

Recommended Disposition: Per GRS. It is recommended these files be disposed of according to GRS 3 requirements.

I. General Records Schedule 4 - Property Disposal Records

Project SeaHawk records specific to this Schedule include:

1. Standard Forms 120, Report of Excess Personal Property
2. Property Disposal Correspondence Files
3. Electronic Mail and Word Processing System Copies

Project Seahawk

Recommended Disposition: Per GRS. It is recommended the original files be disposed of according to GRS 4 requirements.

J. General Records Schedule 6 - Accountable Officers' Accounts Records

Project SeaHawk records specific to this Schedule include:

1. Accountable Officer's Files, including
 - a) SF-1012, Travel Vouchers*
 - b) SF-1164, Claim for Reimbursement for Expenditures on Official Business*
 - c) Purchase Orders
 - d) Purchase Card Statements
 - e) Memorandum of Understanding
 - f) Reimbursable Agreements
2. Accounting Administrative Files
3. Electronic Mail and Word Processing System Copies

**Note Portions of these documents may contain personally identifiable information*

Recommended Disposition: Per GRS. It is recommended the original files be disposed of according to GRS 6 requirements.

K. General Records Schedule 9 - Travel and Transportation Records

Project SeaHawk records specific to this Schedule include:

1. Commercial Freight and Passenger Transportation Files*
2. Non-Commercial, Reimbursable Travel Files*
3. General Travel and Transportation Files
4. Electronic Mail and Word Processing System Copies

**Note Portions of these documents may contain personally identifiable information*

Recommended Disposition: Per GRS. It is recommended the original files be disposed of according to GRS 9 requirements.

L. General Records Schedule 16 - Administrative Management Records

Project SeaHawk records specific to this Schedule include

1. Administrative Issuances
2. Records Disposition Files
3. Project Control Files
4. Records Management Files
5. Electronic Mail and Word Processing System Copies

Project Seahawk

Recommended Disposition: Per GRS +/-or Temporary. Cutoff is September 30, 2009. Most of the disposition requirements of this Schedule allow for destruction “when discontinued, superseded, or cancelled.” The administrative management records will not have historical value for the Department of Justice (DOJ) beyond the cutoff date. Therefore, Project SeaHawk management recommends the information – *with the exception of the “Records Disposition Files” and “Records Management Files”* be retained a maximum of three months after Project SeaHawk Operations cease (i.e. until December 31, 2009).

It is recommended that the “Records Disposition Files” and the “Records Management Files” be disposed of according to Item 2 (Records Disposition Files) of GRS 16.

M. General Records Schedule 17 - Cartographic, Aerial Photographic, Architectural, and Engineering Records

Project SeaHawk records specific to this Schedule include:

1. Architectural Drawings of Temporary Structures and Buildings or of Buildings Not Critical to the Mission of the Agency
2. Drawings of Electrical, Plumbing, Heating, or Air Conditioning Systems
3. Contract Negotiation Drawings
4. Space Assignment Plans
5. Aerial Photographs

Although not identified in the Schedule, Project SeaHawk does have some “Electronic Mail and Word Processing System Copies” of these documents, which will be scheduled under GRS 20.

Recommended Disposition: Temporary. Cutoff is September 30, 2009. The architectural and engineering drawings related to the building occupied by Project SeaHawk will be transferred to the United States Coast Guard (USCG). The other documents will not have historical value for DOJ beyond the cutoff date. Therefore, Project SeaHawk management recommends the information not to be transferred be retained a maximum of three months after Project SeaHawk Operations cease (i.e. until December 31, 2009)

N. General Records Schedule 18 – Security and Protective Services Records

Project SeaHawk has the following types of records related to this Schedule:

CLASSIFIED INFORMATION ACCOUNTING AND CONTROL RECORDS

1. Classified Documents Administrative Correspondence Files
2. Document Receipt Files
3. Destruction Certificates Files
4. Classified Document Inventory Files

Project Seahawk

5. Access Request Files
6. Classified Document Container Security Files

FACILITIES SECURITY AND PROTECTIVE SERVICES

1. Property Pass Files
2. Personal Property Accountability Files (for lost or stolen items)
3. Key Accountability Files
4. Visitor Control Files*

PERSONNEL SECURITY CLEARANCE RECORDS

1. Security Clearance Administrative Subject Files*
2. Personnel Security Clearance Status Files*

EMERGENCY PLANNING RECORDS

1. Emergency Planning Administrative Correspondence Files
2. Emergency Planning Case Files
3. Emergency Operations Tests Files

**Note. Portions of these documents may contain personally identifiable information*

In addition, there are electronic mail and word processing system copies of some of the above mentioned files.

Recommended Disposition: Per GRS +/-or Temporary. Cutoff is September 30, 2009. It is recommended that those files identified above as containing "PII" (Personally Identifiable Information) be disposed of according to GRS 18 requirements.

Copies of many of these records will be transferred to other agencies (i.e., USCG, South Carolina Law Enforcement Division (SLED)). The other documents will not have historical value for DOJ beyond the cutoff date. Therefore, Project SeaHawk management recommends the information not to be transferred be retained a maximum of three months after Project SeaHawk Operations cease (i.e. until December 31, 2009)

O. General Records Schedule 20 – Electronic Records

Project SeaHawk has the following types of records related to this Schedule:

1. Electronic Database Management Systems, to include:
 - SeaHawk Portal (Vessel Arrival and Analysis Information, General Research)
2. License Plate Reader Database
3. Radiological Detection Database
4. Hirsch Access Control Database
5. Link Analysis/Data Analysis and iBase Database
6. Inventory Database

Project Seahawk

7. Intelligent Video Database
8. Geospatial Databases
9. No Longer Used Databases
10. General Research Files
11. General Analysis Files
12. Operational Briefing Files
13. Electronic Versions of Records Scheduled for Disposal
14. Data Files Consisting of Summarized Information
15. Records Consisting of Extracted Information
16. Backups of Files
17. Electronic Mail Records
18. Electronic Spreadsheets
19. Cartographic, Aerial Photographic, Architectural, and Engineering Records

Recommended Disposition: Per GRS +/-or Temporary. Cutoff is September 30, 2009. Copies of much of the data included in these files will be transferred to other agencies.

With the exception of the "Electronic Versions of Records Scheduled for Disposal," the data will not have historical value for DOJ beyond the cutoff date. Therefore, Project SeaHawk management recommends that the information be retained a maximum of three months after Project SeaHawk Operations cease (i.e. until December 31, 2009).

It is recommended the electronic version of the "Records Scheduled for Disposal" be disposed according to GRS 4 requirements.

P. General Records Schedule 21 – Audiovisual Records

Project SeaHawk records specific to this Schedule include:

1. Still Photography
2. Graphic Arts
3. Related Documentation

Recommended Disposition: Temporary. Cutoff is September 30, 2009. The documents will not have historical value for DOJ beyond that date. Therefore, Project SeaHawk management recommends that the documents be retained a maximum of three months after Project SeaHawk Operations cease (i.e. until December 31, 2009).

Q. General Records Schedule 23 – Records Common to Most Offices within Agencies

Project SeaHawk records specific to this Schedule include:

1. Office Administrative Files
2. Schedules of Daily Activities
3. Transitory Files

Project Seahawk

4. Electronic Mail and Word Processing System Copies

Disposition Recommendation: Temporary. Cutoff is September 30, 2009. GRS 23 generally recommends a range of immediate destruction to 2 years retention of these types of records (both electronic and hard copy). However, the records will not have historical value for DOJ beyond that date. Therefore, Project SeaHawk management recommends that the information be retained a maximum of three months after Project SeaHawk Operations cease (i.e. until December 31, 2009)

R. General Records Schedule 24 - Information Technology Operations and Management Records

Project SeaHawk records specific to this Schedule include:

1. Oversight and Compliance Files
Information Technology (IT) Facility, Site Management, and Equipment Support Services Records
2. IT Asset and Configuration Management Files
3. System Backups and Tape Library Records
4. Files Related to Maintaining the Security of Systems and Data
5. User Identification, Profiles, Authorizations, and Password Files
6. IT Operations Records
7. IT Infrastructure Design and Implementation Files
8. Electronic Mail and Word Processing System Copies

Disposition Recommendation: Temporary. Cutoff is September 30, 2009. Copies of some of these records will be transferred to other agencies. With the exception of the systems that will be transferred to other agencies, the data will not have historical value for DOJ beyond the cutoff date. Therefore, Project SeaHawk management recommends that the information be retained a maximum of three months after Project SeaHawk Operations cease (i.e. until December 31, 2009)

NO GRS identified with the following temporary files:

S. Operations Files: Documents used to describe operations performed by the Project SeaHawk task force, including:

- Incident Command System (ICS) 218 Forms
- Daily Agenda for Unified Command Meetings
- Daily Operations Assignments
- Suspicious Indicator Protocols
- ICS Form templates
- Department of Health and Environmental Control Vaccination forms*
- Deputy United States Marshall applications*
- Task Force Officer Reports

Project Seahawk

- Incident Action Plans
- Daily Activity Reports
- USCG Watchstander Manual
- Exercise participation documents
- Seahawk call/tip preliminary evaluation files
- Exercise After Action Reports
- Tacit Exercises
- Operational Training Guide
- Radiological Reports
- Unclassified Intelligence Briefings
- CLASSIFIED (Secret) Intelligence Briefings
- Electronic Mail and Word Processing System Copies

**Note. Portions of these documents may contain personally identifiable information*

Disposition: Temporary. Cutoff is September 30, 2009. These documents will not have historical value for DOJ beyond that date. Therefore, SeaHawk management recommends these documents be retained a maximum of three months after Project SeaHawk Operations cease (i.e. until December 31, 2009).

T. Hard Copy Vessel Arrival Files: Documents contain information concerning commercial vessels that arrive in the Port of Charleston and the analysis of the potential risk posed by these vessels.

Disposition: Temporary. Cutoff is September 30, 2009. These documents will not have historical value for DOJ beyond that date. Therefore, SeaHawk management recommends these documents be retained a maximum of three months after Project SeaHawk Operations cease (i.e. until December 31, 2009).

REQUEST FOR STAKEHOLDER UNIT ACTION

Job No. N1-118-09-1

Date sent: 8/26/09

Date received. 8-28-2009

Return to sender by: 9/3/09

Route To: (CIRCLE APPROPRIATE STAKEHOLDER)
Madeline Proctor, NWMD, Rm. 2600, AII
Return to: Rebekah Fairbank, NWML, AII, Room 2100

- A. This Job has also been sent to: NWME; NWMW; NWMD, NWCT-2P; NR
- B. NWML general comments on this job: GRS 20 submission: Are any permanent series covered by the schedule to such high reference use that NARA should consider retaining electronic copies in addition to recordkeeping copies? If so, specify
- C. NWML wishes assistance in appraising these records

FOR STAKEHOLDER USE Check and fill out the line that applies

- 1 Waives informal review ___wants / does not want to receive completed job.
- 2 Wishes to review appraisal report. ___wants/___ does not want to receive completed job
- 3 Wishes to participate directly in the appraisal of the entire job or the following selected items: _____ . SHU point of contact for appraisal is _____ - phone no _____.

SHU comments: [Use this space or attach separate sheet]

Date Sent 9-8-2009

SHU Signature Madeline Proctor

NWML Contact: : Rebekah Fairbank, NWML	Room number: AII, Rm 2100
	Phone No.: 301-837-0662

REQUEST FOR STAKEHOLDER UNIT ACTION

Job No. N1-118-09-1 Date sent: 8/26/09 Date received: 8/31/09

Return to sender by: 9/3/09

Route To (CIRCLE APPROPRIATE STAKEHOLDER)
Ann Cummings, NWCT, Rm. 2600, AII
Return to: Rebekah Fairbank, NWML, AII, Room 2100

- A. This Job has also been sent to. NWME, NWMW, NWMD; NWCT-2P, NR
- B. NWML general comments on this job: GRS 20 submission: Are any permanent series covered by the schedule to such high reference use that NARA should consider retaining electronic copies in addition to recordkeeping copies? If so, specify
- C. NWML wishes assistance in appraising these records:

FOR STAKEHOLDER USE Check and fill out the line that applies.

- 1. Waives informal review ___ wants / ___ does not want to receive completed job.
- 2. Wishes to review appraisal report ___ wants / does not want to receive completed job
- 3 Wishes to participate directly in the appraisal of the entire job or the following selected items:
_____. SHU point of contact for appraisal is
_____ - phone no _____.

SHU comments. [Use this space or attach separate sheet]

Will these records be assigned to the Southeast Region?

Date Sent 9/4/09 SHU Signature Steve D. Tully

NWML Contact: : Rebekah Fairbank, NWML	Room number: AII, Rm 2100
	Phone No.: 301-837-0662

REQUEST FOR STAKEHOLDER UNIT ACTION

Job No. N1-118-09-1 Date sent 8/26/09 Date received. _____

Return to sender by: 9/4/09

Route To (CIRCLE APPROPRIATE STAKEHOLDER)
Jackie Fultz, NR, Rm. 3600, AII
Return to: Rebekah Fairbank, NWML, AII, Room 2100

- A. This Job has also been sent to. NWME, NWMW, NWMD; NWCT-2P; NR
- B. NWML general comments on this job. GRS 20 submission. Are any permanent series covered by the schedule to such high reference use that NARA should consider retaining electronic copies in addition to recordkeeping copies? If so, specify
- C. NWML wishes assistance in appraising these records.

FOR STAKEHOLDER USE. Check and fill out the line that applies

- X 1 Waives informal review. X wants / ___ does not want to receive completed job
- ___ 2. Wishes to review appraisal report ___ wants/ ___ does not want to receive completed job.
- ___ 3 Wishes to participate directly in the appraisal of the entire job or the following selected items
_____. SHU point of contact for appraisal is
_____ - phone no _____

SHU comments: [Use this space or attach separate sheet]

Date Sent 9/4/09 SHU Signature Jackie Fultz

NWML Contact: : Rebekah Fairbank, NWML	Room number: AII, Rm 2100
	Phone No.: 301-837-0662

REQUEST FOR STAKEHOLDER UNIT ACTION

Job No. N1-118-09-1

Date sent. 8/26/09

Date received: Aug 28 2009

Return to sender by: 9/3/09

Route To (CIRCLE APPROPRIATE STAKEHOLDER)
Margaret Adams, NWME, Rm. 5320, AII
Return to: Rebekah Fairbank, NWML, AII, Room 2100

- A. This Job has also been sent to: NWME, NWMW, NWMD, NWCT-2P; NR
- B. NWML general comments on this job. GRS 20 submission: Are any permanent series covered by the schedule to such high reference use that NARA should consider retaining electronic copies in addition to recordkeeping copies? If so, specify
- C. NWML wishes assistance in appraising these records

FOR STAKEHOLDER USE Check and fill out the line that applies

1. Waives informal review. ___ wants / does not want to receive completed job.
- ___ 2. Wishes to review appraisal report ___ wants/ ___ does not want to receive completed job
- ___ 3. Wishes to participate directly in the appraisal of the entire job or the following selected items:
_____. SHU point of contact for appraisal is
_____ - phone no _____

SHU comments [Use this space or attach separate sheet]

*Perm. items appear to be papered only.
No perm. electronic records*

Date Sent 8/31/09

SHU Signature Sharmila Bhat

NWML Contact: : Rebekah Fairbank, NWML	Room number: AII, Rm 2100
	Phone No.: 301-837-0662

REQUEST FOR STAKEHOLDER UNIT ACTION

Job No N1-118-09-1 Date sent. 8/26/09 Date received. RECEIVED AUG 28 2009

Return to sender by: 9/4/09

Route To: (CIRCLE APPROPRIATE STAKEHOLDER)
Lynn Stewart, NWMW, Rm. 125, WNRC
Return to: Rebekah Fairbank, NWML, AII, Room 2100

- A. This Job has also been sent to. NWME; NWMW; NWMD; NWCT-2P, NR
- B. NWML general comments on this job: GRS 20 submission. Are any permanent series covered by the schedule to such high reference use that NARA should consider retaining electronic copies in addition to recordkeeping copies? If so, specify
- C. NWML wishes assistance in appraising these records:

FOR STAKEHOLDER USE. Check and fill out the line that applies

- 1. Waives informal review wants / does not want to receive completed job.
- 2. Wishes to review appraisal report wants / does not want to receive completed job
- 3 Wishes to participate directly in the appraisal of the entire job or the following selected items.
_____. SHU point of contact for appraisal is _____
_____ - phone no. _____.

SHU comments. [Use this space or attach separate sheet] Items M, N and O have murky disposition instructions. The instructions for item M are especially troublesome because some of the records may be permanent.

Date Sent 8/31/09 SHU Signature Valery Grant

NWML Contact: : Rebekah Fairbank, NWML	Room number: AII, Rm 2100
	Phone No.: 301-837-0662

Image Not
Available

U.S. Department of Justice

Justice Management Division

Office of Records Management Policy

Washington, D C 20530

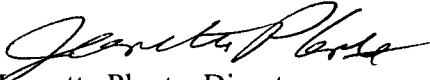
August 10, 2009

Mr. Steve Cooper
National Archives and Records Administration
Life Cycle Management Division, Room 2100
8601 Adelphi Road
College Park, MD 20710-6001

Dear Mr. Cooper:

Enclosed for your review and approval is a Standard Form 115 (SF-115), Request for Records Disposition Authority, for the Executive Office of U.S. Attorneys. The SF-115 is for the "Project Seahawk" records of the U.S. Attorney's Office, South Carolina District..

Should you have any questions about the proposed schedule or should you wish to discuss this matter, please contact Ms. Gail Ratliffe, 202-616-6876.


Jeanette Plante, Director
Office of Records Management Policy
Justice Management Division

Enclosure