

REQUEST FOR RECORDS DISPOSITION AUTHORITY		LEAVE BLANK (NARA use only)	
		JOB NUMBER <i>NI-118-09-1</i>	
To NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD, COLLEGE PARK, MD 20740-6001		Date Received <i>8/10/09</i>	
1 FROM (Agency or establishment) U S Department of Justice		NOTIFICATION TO AGENCY	
2 MAJOR SUB DIVISION United States Attorney's Office, District of South Carolina		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request, including amendments is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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>8/10/09</i>	ARCHIVIST OF THE UNITED STATES <i>[Signature]</i>
6 AGENCY CERTIFICATION I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached <u>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>8/10/09</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i>		TITLE <i>Director/PRM</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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)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 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,

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- 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)~~

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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

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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

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- 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.