REQUEST FOR RECORDS DISPOSITION AUTHORITY

<table>
<thead>
<tr>
<th>ITEM</th>
<th>DESCRIPTION OF ITEM AND PROPOSED DISPOSITION</th>
</tr>
</thead>
<tbody>
<tr>
<td>7.</td>
<td>This schedule applies to all formats and media in which records are created and maintained at the Office of Thrift Supervision (OTS), including paper, microfilm, and electronic records.</td>
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<tr>
<td></td>
<td>Mass Communications System (See Attached)</td>
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<td>8.</td>
<td>Note: Authorization to destroy temporary records is subject to prior approval of OTS Counsel.</td>
</tr>
</tbody>
</table>

**To:** NATIONAL ARCHIVES & RECORDS ADMINISTRATION
8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001

**Date received:** 6/3/09

**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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.

**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 page(s) are not needed now for the business for this agency or will not be needed after the retention periods specified, and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies,

- [ ] is not required
- [ ] is attached, or
- [ ] has been requested

**DATE** 05/19/2009

**SIGNATURE OF AGENCY REPRESENTATIVE** Kathy Collins

**TITLE** Manager, Records Management

**PREVIOUS EDITION NOT USABLE**

STANDARD FORM 115 (REV 3-91)
Prescribed by NARA 36 CFR 1228
Item 1.  **Mass Communications System**
This high speed emergency notification system is used for crisis communications with staff and supports OTS’ Continuity of Operations and Disaster Recovery Plans. The system may be used to transmit time-sensitive information and emergency warnings to staff and/or to maintain command and control during emergency operations. The system contains emergency contact information for each OTS employee and broadcast information for each communication. OTS does not maintain any data. This system is delivered via SaaS (software as a service).

a. **Emergency Contact Information**
This item consists of employee emergency contact information which may include email, cell phone, desk phone, home phone, blackberry PIN and SMS.

1.  **Terminated/Separated Employees**
   Disposition: TEMPORARY. Destroy/delete immediately upon employee termination or separation.

2.  **Active Employees**
   Disposition: TEMPORARY. Cut off upon contract expiration. Destroy/delete 30 days after cutoff.

b. **Broadcast Data**
This item includes actual and test notification/broadcast messages, results and data.

   Disposition: TEMPORARY. Cut off upon contract expiration. Destroy/delete 30 days after cutoff.

c. **Reports**
This item includes notification/broadcast results reports and ad-hoc reports produced using all application data, including recipient information, group information and broadcast/notification information.

   Disposition: TEMPORARY. Destroy/delete when no longer needed for administrative, legal, audit, or other operational purposes.