REQUEST FOR RECORDS DISPOSITION AUTHORITY		LEAVE BLANK (NARA use only) JOB NUMBER N1-173-10-2
To NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK MD 20740-6001		Date Received 3/15/10
1 FROM (Agency or establishment) **Federal Communications Commission**		NOTIFICATION TO AGENCY
2 MAJOR SUB DIVISION Public Safety and Homeland Security Bureau		In accordance with the provisions of 44 U S C 3303a, the disposition request, including amendments is approved
3 MINOR SUB DIVISION Communications Systems Analysis Division		except for items that may be marked "disposition not approved" or "withdrawn" in column 10
4 NAME OF PERSON WITH WHOM TO CONFER Shoko B Hair	5 TELEPHONE (202) 418-1379	DATE 13 Jul 16
		ARCHIVIST OF THE UNITED STATES

6 **AGENCY CERTIFICATION**

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for Disposal on the attached 2 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,

XX is not required ف is attached, or ف has been requested

DATE	SIGNATURE OF AGENCY REPRESENTATIVE	TITLE
March 8, 2010	Shoko B. Hair	Records Officer

7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	See Attachment		

Disaster Information Reporting System (DIRS)

Background

In September 2007, Communications Systems Analysis Division (CSAD), Public Safety and Homeland Security Bureau, Federal Communications Commission (FCC) launched the Disaster Information Reporting System (DIRS), a web-based disaster response database When a disaster (e g , hurricane) strikes anywhere in the United States or its territories and the possibility exists for a communications disruption, communication providers voluntarily provide key information regarding the operational status of their communications networks The purpose of DIRS is to track the status of communications infrastructure in the disaster area This information will assist in aid restoration efforts The FCC activates the DIRS data collection system when Federal Emergency Management Agency (FEMA) declares a disaster

The Federal Emergency Management Agency (FEMA) is responsible for coordinating federal responses to Presidentially-declared disasters and emergencies under the Robert T Stafford Disaster Relief and Emergency Assistance Act, (Stafford Act), 42 U S C. 5121-5206, and Executive Order 12148 FEMA utilizes mission assignments to task other Federal agencies under the provisions established in the Stafford Act, and its implementing regulations and the National Response Framework[1] (NRF).

The FCC is identified as a disaster response support agency in the NRF Annexes for the following Emergency Support Functions (ESF) #2 – Communications Restoration Since 2005, the FCC has partnered with the National Communications System (NCS) (lead agency for ESF #2) to develop and conduct communications restoration training and exercises to ensure personnel deployed for ESF #2 duty are fully capable to assist federal, state, tribal, and local governments, public safety organizations, hospitals, and first responders maintain or restore their critical communications systems

The information that communications companies submit to DIRS is sensitive for national security and/or commercial reasons. DIRS filings are treated as presumptively confidential upon filing

1. Input/Source Records.

DIRS uses data templates for different communications sectors (i.e., wireless, wireline, broadcast, and cable) Participating communications providers log onto the system to input their emergency contact information and to report communications infrastructure/network damage information

2. Master Data File.

Information maintained in the system includes personnel contact information and damage to communications infrastructure and facilities reports Personnel contact information

[1] National Response Framework, January 2008 (http //www fema gov/emergency/nrf/)

includes company name, phone number, cell phone number, Blackberry/pager number, and e-mail address

Disposition: Temporary Contact information is updated/deleted as necessary

Participating communications providers submit information regarding the status of their communications equipment, restoration efforts, power (i e , whether they are using commercial power, generator or battery), access to fuel and other relevant information The information is stored and arranged in a variety of formats, including user identification, company identification, and unique numbers assigned to equipment status

Disposition. Temporary Reports on infrastructure damage are kept for ten years Destroy/delete ten years after notification is made

3. Output/Reports.

a Activation/deactivation of DIRS When the DIRS data collection system is activated, all emergency personnel contacts stored in DIRS are e-mailed and contacted telephonically and informed that a disaster has been declared in the area in which they provide communications Communications providers are requested to provide data on the status of their communications equipment Communications providers will also be notified when DIRS has been de-activated

Disposition: Temporary Destroy/delete ten years after activation/deactivation notices have been sent out

b Reports The FCC compiles the data from the DIRS data collection system and generates reports, which are shared with its NCS partner

- DIRS provides daily updates on the status of the publicly switched telephone network (PSTN), cellular networks, satellite earth stations, cable, and broadcast stations
- This data and its analysis forms the basis of reports that are provided to senior White House personnel and FCC, FEMA, and NCS leaders for their emergency response planning and decision-making

Disposition: Temporary Destroy/delete when reports are ten years old or no longer needed for administrative purposes

4. Documentation

Documentation includes user guides, scripts, tip sheets, manufacturer's manuals, system specifications and file specifications with corresponding instructions

Disposition: Temporary Destroy/delete when updated or no longer needed, whichever is sooner