**REQUEST FOR RECORDS DISPOSITION AUTHORITY**

<table>
<thead>
<tr>
<th>FROM (Agency or establishment)</th>
<th>LEAVE BLANK (NARA use only)</th>
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<tbody>
<tr>
<td>Federal Communications Commission</td>
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<td>To NATIONAL ARCHIVES &amp; RECORDS ADMINISTRATION</td>
<td>JOB NUMBER: J1-173-10-2</td>
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<tr>
<td>8601 ADELPHI ROAD COLLEGE PARK MD 20740-6001</td>
<td>Date Received: 3/15/10</td>
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**2 MAJOR SUB DIVISION**

- Federal Communications Commission

**3 MINOR SUB DIVISION**

- Public Safety and Homeland Security Bureau
- Communications Systems Analysis Division

**4 NAME OF PERSON WITH WHOM TO CONFER**

Shoko B Hair

**5 TELEPHONE**

(202) 418-1379

**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.

- **DATE**: March 8, 2010
- **SIGNATURE OF AGENCY REPRESENTATIVE**: [Signature]
- **TITLE**: Records Officer

**7 ITEM NO**

**8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION**

See Attachment

**9 GRS OR SUPERSEDED JOB CITATION**

**10 ACTION TAKEN**

(Signature)

PREVIOUS EDITION NOT USABLE

STANDARD FORM 115 (REV 3-91)

PRESCRIBED BY NARA 36 CFR 1228
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 (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.


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

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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.