



**U.S. Department of Homeland Security  
Headquarters Systems Schedules**

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**National Protection and Programs Directorate**

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**Critical Infrastructure Warning Information Network (CWIN)**

**NARA # N1-563-07-8**

The Critical Infrastructure Warning Information Network (CWIN) was established in 2002 at the direction of the National Security Council, which asked the National Communications System (NCS) then under the Defense Information Systems Agency (DISA) to create a closed, self contained communications network. As directed, NCS established CWIN to facilitate the exchange of time-sensitive, critical information across U.S., state and local government and private industry through a dedicated voice and data communications system.

The mission of CWIN is the critical, survivable network connecting the Department of Homeland Security (DHS) with the vital sectors that are essential in restoring the nation's infrastructure during incidents of national significance. CWIN connects to the sectors of electricity, information technology, and telecommunications; the states' homeland security advisor; and the sector-specific agencies and resources for each of the critical infrastructure sectors.

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**Input:**

① **Membership Information**

CWIN members are identified by DHS. The invitation process begins through phone conversations and email. Upon acceptance, an official electronic welcome letter and site survey is sent. Once the installation is complete, POC information is requested through a verifying email via the public network. Administrative POC information and Membership Directory information is provided directly by the organization.

Membership Information (including CWIN email address and VoIP extension) are assigned by the contractor and approved by the CWIN Program Office. The name of the organization as it appears in the Membership Directory is suggested by the member. Information is maintained separately from the POC data. Records include the invitation email, official electronic welcome letter, site survey and POC information requested through a verifying email.

**Disposition (Media Neutral):**

TEMPORARY. Destroy/delete inactive file 6 years after user account is terminated, or when no longer needed for investigative or security purposes, whichever is later.

② **Master File / Data:**

CWIN accounts are assigned to the organization as a whole; no individual user is identified in the Membership Directory. The directory

**Disposition:**

TEMPORARY. Cut off monthly. Destroy or delete member information that is not validated upon cutoff.

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is necessary in order for members to contact each other and is updated monthly via email sent to the member organizations to verify members' information contained in the Membership Directory. The directory is reviewed monthly by the members and updated accordingly; changes or corrections are reported to the CWIN program manager. The records are superseded by updates based on additions, changes and deletions to the data.

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**U.S. Department of Homeland Security  
Headquarter Offices  
National Protection and Programs Directorate, Office of Infrastructure Protection**

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Unless otherwise noted, these disposition instructions are media neutral; they apply regardless of the media or format of the records.

**1. Inputs**

CWIN members are identified by DHS. The invitation process begins through phone conversations and email. Upon acceptance, an official electronic welcome letter and site survey is sent. Once the installation is complete, POC information is requested through a verifying email via the public network. Administrative POC information and Membership Directory information is provided directly by the organization.

- a. Point-of-Contact (POC) Information (Administrative POC Information):** name, title, company name, business telephone number, and business email address.

**Disposition: GRS 24, Item 6a**

- b. Membership Directory Information** (including CWIN email address and VoIP extension) are assigned by the contractor and approved by the CWIN Program Office. The name of the organization as it appears in the Membership Directory is suggested by the member.

**Disposition: TEMPORARY.** Destroy/delete inactive file 6 years after user account is terminated, or when no longer needed for investigative or security purposes, whichever is later.

**2. Master File / Data**

CWIN accounts are assigned to the organization as a whole; no individual user is identified in the Membership Directory. The directory is necessary in order for members to contact each other and is updated monthly.

**Disposition: TEMPORARY.** The records are superseded by updates based on additions, changes and deletions to the data.

**3. Outputs**

In accordance with the CWIN Standard Operating Procedures, information obtained from CWIN cannot be released outside the CWIN community in any format without prior

written approval from the owner of the information. CWIN carries three classifications of information: N-1, information restricted to CWIN representatives and for information only (not actionable); N-2, actionable information but restricted to CWIN representatives and those within the respective organizations with a "need to know;" and N-3, information that may be shared at large.

- a. Ad hoc Reports responding to specific questions or queries.

**Disposition: TEMPORARY.** Destroy or delete when no longer needed for business purposes