

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b>		LEAVE BLANK (NARA use only)	
		JOB NUMBER <b>NI-563-07-10</b>	
To. NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD, COLLEGE PARK, MID 20740-6001		Date Received <b>6-13-2007</b>	
1 FROM (Agency or establishment) <b>Department of Homeland Security</b>		NOTIFICATION TO AGENCY	
2 MAJOR SUB DIVISION <b>National Protection and Programs Directorate</b>		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request, including amendments is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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 <b>Homeland Security Critical Infrastructure Protection</b>			
4 NAME OF PERSON WITH WHOM TO CONFER <b>Kathy Schultz</b>	5. TELEPHONE <b>202-447-5075</b>	DATE <b>10/20/07</b>	ARCHIVIST OF THE UNITED STATES <i>Ally W...</i>
<b>6 AGENCY CERTIFICATION</b> 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>2</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 the GAO Manual for Guidance of Federal Agencies, <input checked="" type="checkbox"/> is not required <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.			
DATE <b>6/8/07</b>	SIGNATURE OF AGENCY REPRESENTATIVE <i>Kathleen P. Schultz</i>		TITLE <b>Senior Records Officer</b>
7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
<b>1</b>	<b>See attached sheet(s) for:</b>  <b>Master Station Log (MSL)</b>  <i>*Inputs covered by GRS 20.</i> <i>* Documentation covered by GRS 20.</i>		
<i>SA 11/05/07 Copies sent to Agency</i>			

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

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**National Protection and Programs Directorate**

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**Master Station Log (MSL)**

**NARA # N1-563-07-10**

The Master Station Log (MSL) is used to record entries about activities of the National Coordinating Center (NCC) Watch. The NCC Watch's primary mission is to facilitate the information sharing between the Government and the communication industry. Information shared pertains to the vulnerabilities, threats, intrusions, and anomalies affecting the critical infrastructures of the telecommunications industry, and government entities. The information contained in the MSL is unclassified and used to provide situational awareness. It is also used for tracking requests between Watch Analysts and Government personnel. Events and incidents taking place in the NCC Watch desk are also captured and recorded.

The MSL was developed to provide a traceable listing of all events for a given period of time or specific incident and is designed for Watch Analysts to monitor events and incidents on all shifts. The log provides continuing records of the Watch's daily operation as well as serve as a tracking device for the demands and requests placed on the Watch.

The MSL is being developed in accordance with the following executive decisions, regulatory mandates, provisions, and directives.

- Office of Management and Budget Circular A-130, Revised (Transmittal Memorandum No. 4), Appendix III, Security of Federal Automated Information Resources; November 2000.
- Computer Security Act of 1987, Public Law 100-235, January 1988.
- Presidential Decision Directive 63, Critical Infrastructure Protection, May 1998
- Presidential Decision Directive 67, Enduring Constitutional Government and Continuity of Government Operations, October 1998.
- Executive Order 12656, Assignment of Emergency Preparedness Responsibilities, November 1988.
- Federal Information Processing Standards (FIPS) Publication 87, Guidelines for ADP Contingency Planning, March 1981.
- DOJ Order 2640 2D, Information Technology Security, July 12, 2001.
- NCC Operating Charter

The NCC MSL is designed to be in accordance with the strategic intent of the NCC and the NCC's functional and operational mission.

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**Master File / Data:**

The MSL system was developed to provide a traceable listing of all events for a given period of time or specific incident. The information being collected is related to events, such as hurricanes, that may

**Disposition:**

TEMPORARY. Cut off on date the information was input to the system. Destroy or delete 10 years from cutoff or when no longer needed for business purposes, whichever is later.

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impact to the telecommunications infrastructure. In order to assess the situation, and maintain situational awareness between Watch shifts it is necessary to triage Watch Communications including: log e-mails that are received in the Watch, retain record of traffic of dissemination to other organizations, record verbal information given to the Watch and document any other interactions relating to telecommunications information or people connected with the telecommunications infrastructure. Items are entered in the MSL in sufficient detail to convey meaning for awareness continuity to others who may not have the opportunity to discuss the matter with the originator of the message. The information is collected for watch analysts and the NCS Management chain and can be used to generate reports/timelines and to respond to status inquiries.

② **Output:**

Information is shared only if necessary to address a specific incident. Event information may be shared for reasons of National Security, public safety, or to increase overall preparedness. Information is shared via the local NCC LAN. Other methods of disclosure include phone, email, printed report, or live briefing. Sanitized information based on originator discretion may be included in National Coordinating Center Communications Information Sharing Analysis Center (COMM-ISAC) products such as advisories and situational awareness reports.

**Disposition (Media Neutral):**

TEMPORARY Cut off at end of calendar year Destroy 10 years after cutoff or when no longer needed for business purposes, whichever is longer

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

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The NCC MSL is designed to be in accordance with the strategic intent of the NCC and the NCC's functional and operational mission.

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

**1. Inputs**

Information is collected from Communications Industry partners, Government partners at Federal, State, and local levels, and from open source. Items are entered in the MSL in sufficient detail to convey meaning for others who read them and who may not have the opportunity to discuss the matter with the originator of the message. Contact information may be collected from the participant for correspondence purposes.

The Watch Analysts enter the information collected manually using a web based form on the MSL.

- a. Non-electronic documents or forms designed and used solely to create, update, or modify the records in an electronic medium and not required for audit or legal purposes (such as need for signatures) and not previously scheduled for permanent retention in a National Archives and Records Administration (NARA) approved agency records schedule.

**Disposition: TEMPORARY.** Destroy after the information has been converted to an electronic medium and verified, or when no longer needed to support the reconstruction of, or serve as the backup to, the master file, whichever is later.

- b. Electronic records received from another agency and used as input/ source records by the receiving agency.

**Disposition: TEMPORARY.** Delete when data have been entered into the master file or database and verified, or when no longer needed to support reconstruction of, or serve as back up to, the master file or database, whichever is later.

## 2. Master File / Data

The MSL system was developed to provide a traceable listing of all events for a given period of time or specific incident. The information being collected is related to events, such as hurricanes, that may impact to the telecommunications infrastructure. In order to assess the situation, and maintain situational awareness between Watch shifts it is necessary to triage Watch Communications including: log e-mails that are received in the Watch, retain record of traffic of dissemination to other organizations, record verbal information given to the Watch and document any other interactions relating to telecommunications information or people connected with the telecommunications infrastructure. Items are entered in the MSL in sufficient detail to convey meaning for awareness continuity to others who may not have the opportunity to discuss the matter with the originator of the message. The information is collected for watch analysts and the NCS Management chain and can be used to generate reports/timelines and to respond to status inquiries.

**Disposition: TEMPORARY.** Destroy or delete 10 years from the date the information was input to the system or when no longer needed for business purposes, whichever is later.

## 3. Outputs

Information is shared only if necessary to address a specific incident. Event information may be shared for reasons of National Security, public safety, or to increase overall preparedness. Information is shared via the local NCC LAN. Other methods of disclosure include phone, email, printed report, or live briefing. Sanitized information based on originator discretion may be included in National Coordinating Center Communications Information Sharing Analysis Center (COMM-ISAC) products such as advisories and situational awareness reports.

**Disposition: TEMPORARY.** Cut off at end of calendar year. Destroy 10 years after cutoff or when no longer needed for business purposes, whichever is longer.