

Request for Records Disposition Authority

Records Schedule Number DAA-GRS-2022-0005

Schedule Status Approved

Agency or Establishment General Records Schedules (National Archives and Records Administration)

Record Group / Scheduling Group General Records Schedules

Records Schedule applies to Government-wide

Schedule Subject GRS 3.2: Information Systems Security Records - Cybersecurity Logging Records

Internal agency concurrences will be provided No

Background Information This schedule covers records created and maintained by federal agencies related to protecting the security of information technology systems and data, and responding to computer security incidents.

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
2	0	2	0

GAO Approval

Outline of Records Schedule Items for DAA-GRS-2022-0005

Sequence Number	
1	Cybersecurity logging records.
1.1	Full packet capture data. Disposition Authority Number: DAA-GRS-2022-0005-0001
1.2	Cybersecurity event logs. Disposition Authority Number: DAA-GRS-2022-0005-0002

Records Schedule Items

Sequence Number					
1	<p>Cybersecurity logging records. For additional information about these records, see OMB Memo M-21-31. Note: The requirements in OMB Memo M-21-31 do not apply to national security systems. Agencies may use this GRS for national security systems or submit an agency-specific schedule.</p>				
1.1	<p>Full packet capture data.</p> <p>Disposition Authority Number DAA-GRS-2022-0005-0001</p> <p>Packet capture (PCAP) results from the interception and copying of a data packet that is crossing or moving over a specific computer network. Legal citation: OMB Memo M-21-31</p> <p>Final Disposition Temporary</p> <p>Item Status Active</p> <p>Is this item media neutral? No</p> <p>Explanation of limitation Electronic records only</p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes</p> <p>Do any of the records covered by this item exist as structured electronic data? Yes</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%;">Manual Citation</th> <th style="width: 50%;">Manual Title</th> </tr> </thead> <tbody> <tr> <td>GRS 3.2, item 035</td> <td></td> </tr> </tbody> </table> <p>Disposition Instruction</p> <p>Retention Period Destroy when 72 hours old. Longer retention is authorized for business use.</p> <p>Additional Information</p> <p>GAO Approval Not Required</p>	Manual Citation	Manual Title	GRS 3.2, item 035	
Manual Citation	Manual Title				
GRS 3.2, item 035					
1.2	<p>Cybersecurity event logs.</p> <p>Disposition Authority Number DAA-GRS-2022-0005-0002</p> <p>Logs required by OMB Memo M-21-31 to capture data used in the detection, investigation, and remediation of cyber threats. Legal citation: OMB Memo M-21-31</p>				

Final Disposition Temporary
Item Status Active
Is this item media neutral? No
Explanation of limitation Electronic records only
Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes
Do any of the records covered by this item exist as structured electronic data? Yes

Manual Citation	Manual Title
GRS 3.2, item 036	

Disposition Instruction

Retention Period Destroy when 30 months old. Longer retention is authorized for business use.

Additional Information

GAO Approval Not Required

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 in this schedule are not now needed for the business of the agency or will not be needed after the retention periods specified.

Signatory Information

Date	Action	By	Title	Organization
03/24/2022	Certify	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
11/14/2022	Submit for Concurrence	Andrea Riley	Supervisor, General Records Schedule Team	National Archives and Records Administration - Records Management Services
11/15/2022	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
11/16/2022	Concur	Laurence Brewer	Chief Records Officer	National Records and Archives Administration - National Records and Archives Administration
11/16/2022	Approve	Debra Wall	Deputy Archivist	National Archives and Records Administration - ND Archives I Office