

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION

RECORDS SCHEDULE
Records Schedule ID: DAA-0526-2010-0001

Agency or Establishment	Records Schedule Number
Department of the Navy	DAA-0526-2010-0001
Major Establishment	Status
Major Subdivision Chief of Naval Operations (CNO) Minor Subdivision Director Navy Staff (DNS)	AM3 Approved
Person(s) With Whom To Confer	
Billy Brown, NCIS Records Manager, billy.g.brown1@navy.mil, 202-433-9505	
Agency Certification	
Julie Hunsaker, Deputy Director, 04/25/2011	
GAO Concurrence Items	
Internal Agency Concurrence Provided	
No	

Schedule Subject
NCIS Security Training, Assistance, Assessment Team (STAAT) Vulnerability Assessments

Background Information
<p>CNO (N09N2) is responsible for implementing the Department of Defense (DoD) Information Security Program within the Department of the Navy (DON) SECNAVINST 5510.36 is the DON's implementation. A review of policy and guidance for use and maintenance of NCIS Security Training, Assistance, Assessment records (SSIC 5522) has generated a requirement for a new disposition.</p> <p>These records are created by NCIS offices only.</p> <p>Signed by Deborah Johnson, Deputy Assistant Director, Code 21 Program Manager & Norm Kiger, General Counsel</p>

Outline of Disposition Items for DAA-0526-2010-0001

1 Naval Criminal Investigative Service (NCIS) Security Training, Assistance, Assessment Team (STAAT) vulnerability assessments

Authority #	Title and Description	Disposition Instructions	Additional Information
<p>DAA-0526-2010-0001-0001</p>	<p>Naval Criminal Investigative Service (NCIS) Security Training, Assistance, Assessment Team (STAAT) vulnerability assessments</p> <p>Reports of assessments and surveys conducted to provide fleet commanders, Navy regional operational commanders and Marine Corps area and component commanders a basis for determining vulnerability to a terrorist attack and identify antiterrorism measures to protect personnel from terrorist attacks at a port, airfield, hotel, residence, facility, or other site. Vulnerability assessments and surveys may include other related correspondence.</p> <p>Files shall be forwarded to NCIS HQ for inclusion in the Records Information Management System (RIMS)</p>	<p>TEMPORARY</p> <p>Media Neutral Yes</p> <p>Cut-off Cutoff annually on 31 December</p> <p>Retention Destroy 25 Years after cut-off</p> <p>TRANSFER INFORMATION</p> <p>Records to which transfer instructions apply Non-electronic Textual Records</p> <p>Transfer instructions Transfer to Non-NARA storage facility</p> <p>Estimated Current Volume Unknown Still working with NCIS to determine volume</p> <p>Estimated Annual Accumulation Unknown Still working with NCIS to determine annual accumulation</p>	<p>Manual ID SECNAV Manual 5210 1 CH-1</p> <p>File Code 5522 2</p> <p>Electronic No</p>