

## Request for Records Disposition Authority

Records Schedule Number DAA-0563-2013-0002  
Schedule Status Approved  
Agency or Establishment Department of Homeland Security  
Record Group / Scheduling Group General Records of the Department of Homeland Security  
Records Schedule applies to Department-wide  
Schedule Subject Situational Reports  
Internal agency concurrences will be provided No

Background Information This schedule is to provide disposition instructions for Situation(al) Reports, SITREPS, Awareness Reports, Common Operational Picture, and other similar records (herein called "situational reports") created or maintained in an effort to highlight or summarize the awareness of real or potential threats, and other items of interest to Agencies, Components, Programs, Directorates, or Offices (herein called "Offices") within the Department of Homeland Security. Situational reports are used to provide information to Offices on significant incidents or events, real or potential, which could have possible operational consequences, highlighting areas of concern, availability or progress. Summary data in situational reports may also serve as an information source in the collection and execution of analysis.

### Situational reports:

- May contain subject information concerning internal Offices, other Federal agencies, foreign governments, religious, political or other parties, or citizens and non-citizens of the United States of America.
- May contain Personally Identifiable Information (PII), may be Law Enforcement Sensitive (LES), or contain information which is exempt from public release due to national security considerations.

### 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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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-0563-2013-0002

Sequence Number	
1	Awareness Reports Disposition Authority Number: DAA-0563-2013-0002-0001
2	Suspicious Activity Reports Disposition Authority Number: DAA-0563-2013-0002-0002

## Records Schedule Items

Sequence Number	
1	<p><b>Awareness Reports</b></p> <p>Disposition Authority Number      DAA-0563-2013-0002-0001</p> <p>Provide information on emerging or potential significant incidents or events with possible operational consequences to Offices or citizens. These include reports and updates: • which outline the real or perceived dangers to areas affected by disaster(s). • on reconstitution efforts in areas affected by disaster(s). • which are used to identify, detect, and assess actual and potential vulnerabilities and threats to the homeland These may include records pertaining to law enforcement activities. However, incidents of National Significance will be included in the Secretary's Briefing Book(s), and are retained according to N1-563-07-013 Item 2.</p> <p>Final Disposition                      Temporary</p> <p>Item Status                              Active</p> <p>Is this item media neutral?              Yes</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?                      No</p> <p>GRS or Superseded Authority Citation      N1-563-08-003 / 9</p> <p><b>Disposition Instruction</b></p> <p>Cutoff Instruction                      Cut off at end of calendar year in which created.</p> <p>Retention Period                      Destroy 6 year(s) after cut off.</p> <p><b>Additional Information</b></p> <p>GAO Approval                              Not Required</p>
2	<p><b>Suspicious Activity Reports</b></p> <p>Disposition Authority Number      DAA-0563-2013-0002-0002</p> <p>Official documentation or observed behavior compiled by one or multiple sources and submitted to the Nationwide Suspicious Activity Reporting Initiative (NSI) that is reasonably indicative of pre-operational planning related to terrorism or other criminal activity related to terrorism.</p> <p>Final Disposition                      Temporary</p>

Item Status	Active
Is this item media neutral?	Yes
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
Disposition Instruction	
Cutoff Instruction	Cut off at end of calendar year in which created.
Retention Period	Destroy 5 year(s) after cutoff.
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
02/25/2013	Certify	Tammy Hudson	Acting Records Officer	CIO - ESDO
10/23/2013	Return for Revision	Erin Cayce	Appraiser	National Archives and Records Administration - Records Management Services
10/24/2013	Submit For Certification	Mary Gastner	Management and Program Analyst	HQ - CIO ESDO
01/02/2014	Certify	Tammy Hudson	Acting Records Officer	CIO - ESDO
12/04/2014	Submit for Concurrence	Rania Mahmoud	Appraisal Archivist	National Archives and Records Administration - Records Management Services
12/08/2014	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - Records Management Services
12/08/2014	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
12/10/2014	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist