

Request for Records Disposition Authority

Records Schedule Number DAA-0563-2014-0003

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 Major Subdivision

Major Subdivision Office of the Chief Security Officer

Schedule Subject Office of the Chief Security Officer Communications Security (COMSEC) Records

Internal agency concurrences will be provided No

Background Information

The Office of the Chief Security Officer (OCSO) shares a collaborative security program effort safeguarding the Department's people, information, and property so that the Department can secure the Homeland. OCSO will assist in creating a Department in which all employees are conscious of their security responsibilities and confident in their ability to safeguard the information and resources with which they are entrusted.

OCSO shares the responsibility for Communications Security (COMSEC), which is defined as the measures and controls taken to deny unauthorized individuals information derived from telecommunications and to ensure the authenticity of such telecommunications. COMSEC includes crypto security, transmission security, emission security, and physical security of COMSEC material.

Department of Homeland Security COMSEC policy is 4300B.200, Communications Security (COMSEC) version 1.0, July 23, 2013.

This schedule provides disposition authority for all records described regardless of format or medium.

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
3	0	3	0

GAO Approval

Outline of Records Schedule Items for DAA-0563-2014-0003

Sequence Number	
1	Cryptographic Access Briefing and Debriefing Disposition Authority Number: DAA-0563-2014-0003-0001
2	COMSEC Central Office of Records (COR) Account Establishment Letter and Physical Security Certification Approval Disposition Authority Number: DAA-0563-2014-0003-0002
3	COMSEC Accounting Reports and Administrative Files Disposition Authority Number: DAA-0563-2014-0003-0003

Records Schedule Items

Sequence Number																			
1	<p>Cryptographic Access Briefing and Debriefing</p> <p>Disposition Authority Number DAA-0563-2014-0003-0001</p> <p>Files include briefings and debriefings which are required for individuals who have a continuing need for access to TOP SECRET and SECRET key and authenticators that are designated CRYPTO, and to classified cryptographic media.</p> <table><tr><td>Final Disposition</td><td>Temporary</td></tr><tr><td>Item Status</td><td>Active</td></tr><tr><td>Is this item media neutral?</td><td>Yes</td></tr><tr><td>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?</td><td>Yes</td></tr><tr><td>Do any of the records covered by this item exist as structured electronic data?</td><td>Yes</td></tr><tr><td>GRS or Superseded Authority Citation</td><td>GRS 18 Item 6</td></tr></table> <p>Disposition Instruction</p> <table><tr><td>Cutoff Instruction</td><td>Cut off after individuals have been debriefed.</td></tr><tr><td>Retention Period</td><td>Destroy 3 year(s) after cutoff.</td></tr></table> <p>Additional Information</p> <table><tr><td>GAO Approval</td><td>Not Required</td></tr></table>	Final Disposition	Temporary	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	GRS or Superseded Authority Citation	GRS 18 Item 6	Cutoff Instruction	Cut off after individuals have been debriefed.	Retention Period	Destroy 3 year(s) after cutoff.	GAO Approval	Not Required
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Cutoff Instruction	Cut off after individuals have been debriefed.																		
Retention Period	Destroy 3 year(s) after cutoff.																		
GAO Approval	Not Required																		
2	<p>COMSEC Central Office of Records (COR) Account Establishment Letter and Physical Security Certification Approval</p> <p>Disposition Authority Number DAA-0563-2014-0003-0002</p> <p>Files include requests for accounts, requests for certifications, and approved/rejected certifications.</p> <table><tr><td>Final Disposition</td><td>Temporary</td></tr><tr><td>Item Status</td><td>Active</td></tr><tr><td>Is this item media neutral?</td><td>Yes</td></tr><tr><td>Do any of the records covered by this item currently exist in</td><td>Yes</td></tr></table>	Final Disposition	Temporary	Item Status	Active	Is this item media neutral?	Yes	Do any of the records covered by this item currently exist in	Yes										
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Item Status	Active																		
Is this item media neutral?	Yes																		
Do any of the records covered by this item currently exist in	Yes																		

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electronic format(s) other than e-mail and word processing?

Do any of the records covered by this item exist as structured electronic data?

Yes

Disposition Instruction

Cutoff Instruction

Cut off after facility/ account closed.

Retention Period

Destroy 3 year(s) after cutoff.

Additional Information

GAO Approval

Not Required

COMSEC Accounting Reports and Administrative Files

Disposition Authority Number

DAA-0563-2014-0003-0003

Files include: incoming/ outgoing transfer reports, possession reports, and change of custodian transfer reports, destruction reports, inventory reports, hand receipts, register file using a DHS approved automated system, and transaction number log.

Note: The following records are exceptions: o SF-701 o SF-702 Destroy 90 days after cut off o Visitor Register Destroy 1 year after cut off

Final Disposition

Temporary

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 upon completion of inspection.

Retention Period

Destroy 3 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
07/30/2014	Certify	Tammy Hudson	Acting Records Officer	CIO - ESDO
11/18/2014	Submit for Concurrence	Erin Cayce	Appraiser	National Archives and Records Administration - Records Management Services
11/20/2014	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - Records Management Services
12/01/2014	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
12/02/2014	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist