<u>.</u>	; <u> </u>				
REQUEST FOR RECORDS DISPOSITION AUTHORITY			LEAVE BL K (NARA use only)		
			JOB NUMBER NI-563-07-8		
To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD, COLLEGE PARK, MID 20740-6001			Date Received 5/16/07		
1 FROM (Agency or establishment)			NOTIFICATION TO AGENCY		
Department of Homeland Security					
2. MAJOR SUB DIVISION			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request, including amendments is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.		
National Protection and Programs Directorate					
3. MINOR SUBDIVISION Office of Infrastructure Protection					
4. NAME OF PER	DATE	ARCHIVIST	OF THE UNITED STATES		
Kathy Schultz		202-447-5075	11/20/07	Allento	eret -
6. 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 on the attached 2 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,					
is attached; or			has been requested.		
DATE	SIGNATURE OF AGENCY REPRESENTATIVE		TITLE		
5/7/07	Kathleen & Schultz			Senior R	ecords Officer
7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION		SUPERSE	S OR EDED JOB TION	10. ACTION TAKEN (NARA USE ONLY)
1 See attached sheet(s) for: Critical Infrastructure Warning Information Network (CWIN)					
			,		
					x
					х.
		L.			
	A 1	Alwnw			
LC 12/5/0	Copies sent to age.	icy i h			

•

•

-

,

### **U.S. Department of Homeland Security**

### **Headquarters Systems Schedules**

### **National Protection and Programs Directorate**

# **Critical Infrastructure Warning Information Network (CWIN)**

NARA # N1-563-07-8

The Critical Infrastructure Warning Information Network (CWIN) was established in 2002 at the direction of the National Security Council, which asked the National Communications System (NCS) then under the Defense Information Systems Agency (DISA) to create a closed, self contained communications network As directed, NCS established CWIN to facilitate the exchange of time-sensitive, critical information across U.S., state and local government and private industry through a dedicated voice and data communications system.

The mission of CWIN is the critical, survivable network connecting the Department of Homeland Security (DHS) with the vital sectors that are essential in restoring the nation's infrastructure during incidents of national significance. CWIN connects to the sectors of electricity, information technology, and telecommunications; the states' homeland security advisor; and the sector-specific agencies and resources for each of the critical infrastructure sectors.

#### Input:

### Membership Information

CWIN members are identified by DHS The invitation process begins through phone conversations and email. Upon acceptance, an official electronic welcome letter and site survey is sent. Once the installation is complete, POC information is requested through a verifying email via the public network Administrative POC information and Membership Directory information is provided directly by the organization

Membership Information (including CWIN email address and VoIP extension) are assigned by the contractor and approved by the CWIN Program Office The name of the organization as it appears in the Membership Directory is suggested by the member. Information is maintained separately from the POC data Records include the invitation email, official electronic welcome letter, site survey and POC information requested through a verifying email.

# Master File / Data:

T

CWIN accounts are assigned to the organization as a whole; no individual user is identified in the Membership Directory. The directory

### **Disposition (Media Neutral):**

TEMPORARY. Destroy/delete inactive file 6 years after user account is terminated, or when no longer needed for investigative or security purposes, whichever is later

### Disposition:

TEMPORARY. Cut off monthly. Destroy or delete member information that is not validated upon cutoff.

Critical Infrastructure Warning Information Network (CWIN) - attachment to SF 115

### **U.S. Department of Homeland Security**

# **Headquarters Systems Schedules**

# **National Protection and Programs Directorate**

is necessary in order for members to contact each other and is updated monthly via email sent to the member organizations to verify members' information contained in the Membership Directory The directory is reviewed monthly by the members and updated accordingly; changes or corrections are reported to the CWIN program manager. The records are superseded by updates based on additions, changes and deletions to the data.

NI-563-07-8