

REQUEST FOR RECORDS DISPOSITION AUTHORITY		LEAVE BLANK (NARA use only)	
To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD, COLLEGE PARK, MD 20740-6001		JOB NUMBER NI-563-07-11	
1 FROM (Agency or establishment) Department of Homeland Security		Date Received 7/2/07	
2 MAJOR SUB DIVISION Office of Intelligence and Analysis		NOTIFICATION TO AGENCY 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request, including amendments is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
3 MINOR SUBDIVISION Intelligence Watch and Warning Division			
4 NAME OF PERSON WITH WHOM TO CONFER Kathy Schultz	5. TELEPHONE 202-447-5075	DATE 6/8/07	ARCHIVIST OF THE UNITED STATES Allen Warrick
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 <u>3</u> 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, <input checked="" type="checkbox"/> is not required <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.			
DATE 6/8/07	SIGNATURE OF AGENCY REPRESENTATIVE <i>Kathleen A. Schultz</i>		TITLE Senior Records Officer
7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
1	See attached sheet(s) for: IWW 24 Hour Log		

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IWW 24 Hour Log**NARA #**

The 24 Hour Log is a database maintained by the Intelligence Watch and Warning (IWW) division of the DHS Office of Intelligence and Analysis (I&A). It serves as an information source for I&A analysts to support awareness of developing incidents and events and to provide a resource for the conduct of event analysis.

The 24 Hour Log supports the operation of the Intelligence Watch desk in the DHS National Operations Center (NOC). The Watch Desk is staffed by I&A IWW personnel who provide round-the-clock intelligence support to the NOC. The IWW determines whether an event or incident reported to the NOC is a routine event or if it constitutes a threat to homeland security.

The IWW uses all available intelligence resources to gather the information needed to assess the impact of the situation and provide briefings to the Chief Intelligence Officer and the Secretary.

Among the legal authorities, arrangements and agreements that define the information collection are:

- The Homeland Security Act of 2002 (6 U.S.C. 112(a) Homeland Security Information Sharing, July 29, 2003)
- Executive Order 13311
- The Homeland Security Presidential Directive (HSPD-5)
- Homeland Security Presidential Directive 7 (HSPD-7)
- The Intelligence Reform and Terrorism Prevention Act (IRTPA)
- United States Intelligence Activities (Executive Order 12333)
- The Privacy Act of 1974

Input:

There are no automatic inputs to the 24 Hour Log; all inputs are entered manually.

Data stored in the 24 Hour Log is received from the Intelligence Community (IC) via incoming record message traffic; classified and unclassified email; reports submitted via internal channels from DHS law enforcement components; reports (email, telephone, or facsimile) from Homeland Security mission partners (Federal, state, local, tribal, and industry) and reports broadcast by news media.

Disposition (Media Neutral):

Item
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a Non-electronic documents or forms designed and used solely to create, update, or modify the records in an electronic medium and not required for audit or legal purposes

TEMPORARY Delete/destroy after the information has been converted to an electronic medium and verified, or when no longer needed to support the reconstruction of, or serve as the backup to, the master file, whichever is later

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Item
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b. Electronic records used as input / source records.

TEMPORARY. Delete/destroy when data have been entered into the master file or database and verified, or when no longer needed to support reconstruction of, or serve as back up to, the master file or database, whichever is later.

Master File / Data:

Item
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a. 24 Hour Log data

The 24 Hour Log data can only be retained if the data is relevant to the Homeland Security mission and can be legally retained under Intelligence Oversight regulations.

The information entered into the log is dependent upon the content of the source report used to generate the log entry. The information for each incident varies depending upon the incident and circumstances surrounding the collection of information about the incident.

Information may be collected about the person who reported the incident and people involved in a reported incident, which may turn up varying levels of personal information, most often name and citizenship. Additional personal information may be collected and may include, but is not limited to, Social Security Number, passport or driver's license numbers or other identifying information; location of residency, names of associates, political or religious affiliations or membership in some group or organization, and other information deemed important by the reporting official

Disposition:

TEMPORARY Cut off files at the end of the calendar year in which the data is entered. Destroy or delete record 20 years after the cutoff.

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Master File / Data:

b US Persons data

US Persons data is flagged in the database to ensure compliance with U.S. Intelligence Oversight rules. US Person data is information pertaining to: a person who is a lawful permanent resident as defined in 8 U.S.C. 1101(a)(20) or who is a protected individual as defined by 8 U.S.C. 1324b(a)(3). It also means any corporation, business association, partnership, society, trust, or any other entity, organization or group that is incorporated to do business in the U.S. It also includes any governmental (federal, state or local), entity.

All US Person data must be reviewed on an annual basis to determine if there is an ongoing mission need to retain the information.

~~Disposition:~~

Master File / Data:

1) Categorized records

The 24 Hour Log is setup to alert management of records that will be due for review prior to the expiration date. At that time (or any time beforehand) a record can be reviewed and certified by the analyst that there is still a mission need to retain the information. The expiration date will then be set for an additional year out. This can go on for as long as the information is deemed necessary for the mission. If a record arrives at its expiration date without being reviewed and approved, the record will automatically be purged from the system.

Disposition:

a. Records reviewed / certification removed
TEMPORARY. Delete immediately upon removal of certification.

b. Records reaching the expiration date without review / renewal
TEMPORARY. Cut off one year from entry of system. Delete immediately upon cutoff.

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Item
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Master File / Data:

2) Uncategorized records

This same functionality exists for the uncategorized records, however with the 180 day deadline as opposed to the 1 year timeframe. If a category is determined for such a record, an update can be made and the record will then be set with a 1 year out expiration date.

Disposition:

Item
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a. Records reviewed / certification removed
TEMPORARY. Delete immediately upon removal of certification.

Item
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b. Records reaching the expiration date without review / renewal
TEMPORARY. Cutoff 180 days from entry to the system.
Delete immediately upon cutoff.

Output:

Item
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No standard outputs are available. The system is accessed via web interface and a user with access has the ability to print information based on their needs.

Disposition (Media Neutral):

TEMPORARY. Delete or destroy when no longer needed for administrative, legal, audit, or other operational purposes.