

REQUEST FOR RECORDS DISPOSITION AUTHORITY		LEAVE (NARA use only)	
		JOB NUMBER <i>N1-563-07-20</i>	
To NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD, COLLEGE PARK, MD 20740-6001		Date Received <i>9-10-2007</i>	
1 FROM (Agency or establishment) Department of Homeland Security		NOTIFICATION TO AGENCY	
2 MAJOR SUB DIVISION Science and Technology Directorate		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request, including amendments is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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			
4 NAME OF PERSON WITH WHOM TO CONFER Kathy Schultz	5 TELEPHONE 202-447-5075	DATE <i>1-13-09</i>	ARCHIVIST OF THE UNITED STATES <i>Adrianne Thomas</i>
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>5</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 8/30/07	SIGNATURE OF AGENCY REPRESENTATIVE <i>Kathleen B. 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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)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: Science and Technology Directorate (S&T) Program Records		

U.S. Department of Homeland Security
Headquarters Records Schedules

Science and Technology Directorate

The Directorate for Science and Technology (S&T Directorate) is the primary research and development arm of DHS

The S&T Directorate, in partnership with the private sector, national laboratories, universities, and other government agencies (domestic and foreign), helps push the innovation envelope and drive development and the use of high technology in support of homeland security. The Directorate is focusing on enabling its customers—the DHS components—and their customers, including Border Patrol agents, Coast Guardsmen, airport baggage screeners, Federal Air Marshals, and state, local, and Federal emergency responders, as well as the many others teamed and committed to the vital mission of securing the Nation.

To reach its goals, the S&T Directorate is

- Creating a customer-focused, output-oriented, full-service science and technology management organization that is consistent with its enabling legislation
- Incorporating lessons learned since the start-up of DHS to sharpen its focus on executing mission-oriented programs
- Providing leadership and resources to develop the intellectual basis that is essential to future mission success

The Directorate has six primary divisions that address critical homeland security needs—spanning basic research through advanced technology development and transition

- Explosives Division focuses on the detection, mitigation, and response to explosives such as improvised explosive devices and suicide bombers
 - Chemical and Biological Division conducts analyses for better characterization and prioritization of the threat, develops detection systems to provide early warning of a possible attack so as to minimize exposure and speed treatment of victims, conducts forensic analyses to support attribution, and works with federal partners who have lead responsibilities in decontamination and restoration, agrodefense, and food security
 - Border and Maritime Security Division develops, evaluates, and demonstrates technologies and tools for better securing our land and maritime ports of entry
 - Command, Control, & Interoperability Division focuses on operable and interoperable communications for emergency responders, security and integrity of the Internet, and development of automated capabilities that “connect-the-dots” to recognize potential threats
 - Human Factors Division applies the social and behavioral sciences to improve detection, analysis, and understanding of threats posed by individuals, groups, and radical movements, to support the preparedness, response and recovery of communities impacted by catastrophic events, and to advance national security by integrating human factors into homeland security technologies
 - Infrastructure/Geophysical Division focuses on identifying and mitigating the vulnerabilities of the 17 critical infrastructure and key assets that keep our society and economy functioning
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**U.S. Department of Homeland Security
Headquarters Records Schedules**

Unless otherwise noted, all disposition instructions are media neutral; they apply regardless of the media or format of the records.

1 Assessment Bulletins/Short Term Assessments

Scientific publications that are produced periodically to provide a technical assessment and characteristics on CBRNE relevant to homeland security

Disposition:

PERMANENT Cutoff at end of calendar year in which bulletin is produced, or when obsolete Transfer to NARA 5 years after cutoff

2 National Interoperability Baseline Survey

The study is a survey instrument (questionnaire), which was designed to assess the five critical elements governance, policies, practices, and procedures, technology, training and exercises, and usage*that determine an organization's capacity for interoperability These five critical elements of interoperability, as codified by the SAFECOM program in 2004 and published as the "Interoperability Continuum", were developed in partnership with the public safety community and used as a starting point in the development of the survey questions for the study

Disposition:

TEMPORARY. Destroy or delete 3 years after date survey completed or date results reported/published, whichever is later

Results are input to the SAFECOM Baseline Searchable Database System