

REQUEST FOR RECORDS DISPOSITION AUTHORITY		LEAVE BLANK (NARA use only)	
To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD, COLLEGE PARK, MID 20740-6001		JOB NUMBER <i>NI-563-08-20</i>	
1 FROM (Agency or establishment) Department of Homeland Security		Date Received <i>6/18/08</i>	
2 MAJOR SUB DIVISION National Protection and Programs Directorate		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request, including amendments is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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 Risk Management and Analysis Division			
4 NAME OF PERSON WITH WHOM TO CONFER Kathy Schultz	5 TELEPHONE 202-447-5075	DATE <i>10/9/08</i>	ARCHIVIST OF THE UNITED STATES WITHDRAWN
<p>6 AGENCY CERTIFICATION</p> <p>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>2</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,</p> <p><input checked="" type="checkbox"/> is not required <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested</p>			
DATE 6/17/08	SIGNATURE OF AGENCY REPRESENTATIVE <i>Kathy 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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)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: Risk Management and Analysis (RMA) program records		

**U.S. Department of Homeland Security
Headquarters Records Schedules**

National Protection and Programs Directorate

N1-503-08-20

The Office of Risk Management and Analysis (RMA) is responsible for synchronizing, integrating, and coordinating risk management and risk analysis approaches within the Department of Homeland Security.

The Office of Risk Management and Analysis will lead the Department's efforts to establish a common framework to address the overall management and analysis of homeland security risk

To accomplish this mission, the Secretary has established the following strategic objectives for the office

- Develop and embed a consistent, coordinated, and collaborative national approach to risk
- Leverage risk expertise across DHS components and external stakeholders
- Identify and develop DHS-level risk performance metrics
- Communicate the DHS "risk story" in a manner that reinforces the value of the risk-based approach

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

1 Risk Assessments

Contains opinions, analysis, conclusion, advice or interpretations, may pertain to policy-making decisions, including materials that provide evidence of the decisions, functions, procedures, operations or other activities

Disposition:

TEMPORARY. Cut off by calendar year or when the assessment is completed. Destroy or delete 15 years from cutoff.

2 Standard Operating Procedures (SOP)

Detailed, written instructions issued to achieve uniformity of the performance of a specific function. The SOP describes a unique operating procedure within a Division where official guidance is lacking, or extremely broad to describe procedures and policy of the program

Disposition:

TEMPORARY Cutoff when replaced or becomes obsolete Destroy or delete one year after cutoff or when no longer needed for business purposes, whichever is later

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	
1 FROM (Agency or establishment) Department of Homeland Security		Date Received	
2 MAJOR SUB DIVISION National Protection and Programs Directorate		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 Office of Risk Management and Analysis			
4 NAME OF PERSON WITH WHOM TO CONFER Kathy Schultz	5 TELEPHONE 202-447-5075	DATE	ARCHIVIST OF THE UNITED STATES
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>1</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 7/1/08	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: NPPD/Office of Risk Management and Analysis (RMA) Program Records		

**U.S. Department of Homeland Security
Headquarters Records Schedules**

National Protection and Programs Directorate

The Office of Risk Management and Analysis (RMA) is responsible for synchronizing, integrating, and coordinating risk management and risk analysis approaches within the Department of Homeland Security

The Office of Risk Management and Analysis will lead the Department's efforts to establish a common framework to address the overall management and analysis of homeland security risk

To accomplish this mission, the Secretary has established the following strategic objectives for the office

- Develop and embed a consistent, coordinated, and collaborative national approach to risk
- Leverage risk expertise across DHS components and external stakeholders
- Identify and develop DHS-level risk performance metrics
- Communicate the DHS "risk story" in a manner that reinforces the value of the risk-based approach

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

1 Lessons Learned / Best Practices

Documents the techniques, methods, processes or activities tested and found to be the most efficient and effective way of accomplishing a task, based on repeatable procedures that have proven themselves over time

Disposition:

TEMPORARY Cut off upon completion Destroy or delete 5 years after cutoff or when no longer needed for business purposes, whichever is longer

2 Risk Assessments

Contains opinions, analysis, conclusion, advice or interpretations, may pertain to policy-making decisions, including materials that provide evidence of the decisions, functions, procedures, operations or other activities

Disposition:

TEMPORARY Cut off by calendar year or when the assessment is completed Destroy or delete 15 years from cutoff

U.S. Department of Homeland Security
Headquarters Records Schedules

3 Standard Operating Procedures (SOP)

Detailed, written instructions issued to achieve uniformity of the performance of a specific function. The SOP describes a unique operating procedure within a Division where official guidance is lacking, or extremely broad to describe procedures and policy of the program.

Disposition:

TEMPORARY Cutoff when replaced or becomes obsolete. Destroy or delete one year after cutoff or when no longer needed for business purposes, whichever is later.