

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b>		LEAVE BLANK (NARA use only)	
To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD, COLLEGE PARK, MD 20740-6001		JOB NUMBER <i>N1-563-08-22</i>	
1 FROM (Agency or establishment) <b>Department of Homeland Security.</b>		Date Received <i>6/18/08</i>	
2 MAJOR SUB DIVISION <b>National Protection and Programs Directorate</b>		NOTIFICATION TO AGENCY	
3 MINOR SUBDIVISION <b>National Communications System</b>		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request, including amendments is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
4 NAME OF PERSON WITH WHOM TO CONFER <b>Kathy Schultz</b>	5 TELEPHONE <b>202-447-5075</b>	DATE <i>7-3-2008</i> <b>WITHDRAWN</b>	
6 <b>AGENCY CERTIFICATION</b> 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>6</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 <b>6/17/08</b>	SIGNATURE OF AGENCY REPRESENTATIVE <i>Kathy Schultz</i>		TITLE <b>Senior Records Officer</b>
7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
<b>1</b>	<b>See attached sheet(s) for: National Communications System (NCS) program records</b> <i>WITHDRAWN</i>		

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

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**National Protection and Programs Directorate**

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The genesis of the National Communications System (NCS) began in 1962 after the Cuban missile crisis when communications problems among the United States, the Union of Soviet Socialist Republics, the North Atlantic Treaty Organization, and foreign heads of state threatened to complicate the crisis further. After the crisis, President John F. Kennedy ordered an investigation of national security communications, and the National Security Council (NSC) formed an interdepartmental committee to examine the communications networks and institute changes. This interdepartmental committee recommended the formation of a single unified communications system to serve the President, Department of Defense, diplomatic and intelligence activities, and civilian leaders. Consequently, in order to provide better communications support to critical Government functions during emergencies, President Kennedy established the National Communications System by a Presidential Memorandum on August 21, 1963. The NCS mandate included linking, improving, and extending the communications facilities and components of various Federal agencies, focusing on interconnectivity and survivability.

On April 3, 1984, President Ronald Reagan signed Executive Order (E O ) 12472 which broadened the NCS' national security and emergency preparedness (NS/EP) capabilities and superseded President Kennedy's original 1963 memorandum. The NCS expanded from its original six members to an interagency group of 23 Federal departments and agencies, and began coordinating and planning NS/EP telecommunications to support crises and disasters.

With the addition of the Office of the Director, National Intelligence in September 2007, the NCS membership currently stands at 24 members.

After nearly 40 years with the Secretary of Defense serving as its Executive Agent, President George W. Bush transferred the National Communications System to the Department of Homeland Security (DHS).

The mission of the NCS is to assist the President, the National Security Council, the Director of the Office of Science and Technology Policy and the Director of the Office of Management and Budget in (1) the exercise of the telecommunications functions and responsibilities, and (2) the coordination of the planning for and provision of national security and emergency preparedness communications for the Federal government under all circumstances, including crisis or emergency, attack & recovery and reconstitution.

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

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

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**1 Delegation/Meeting Files**

Contains meeting announcements, schedules and participant lists, may also include, topics of discussions, issue and talking points, biographies, summary and/or position papers and information and background

**Disposition:**

TEMPORARY Cut off annually Destroy or delete 3 years after cutoff

**2 Disaster Preparedness and Planning Records**

Records created through national coordination activities, including Exercise Concept Papers (CONOPS), Exercise Plans, Controller Observer Guidelines templates, Concept Development Conference documents, Initial Planning Conference documents, Mid-Term Planning Conference (MPC) documents, Final Planning Conference (FPC) documents, Final Master Scenario Event List Conference documents, After Action Conferences documents, Exercise reports, Conference reports (e.g. meeting notes, etc.), and After-Action reports

**Disposition:**

PERMANENT Cut off files annually Transfer to the National Archives 10 years after cut off

**3 Federal Telecommunications Recommendations (FTR)**

Issued by the Technology and Standards Division, after approval by the Federal Telecommunication Standards Committee and the Deputy Manager, NCS, pursuant to Executive Order 12472, NCS Directive 4-1, and Public Law 104-113

**Disposition:**

TEMPORARY Review annually Cut off files that have had no action in 5 years Destroy or delete at cutoff

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

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**4 Federal Telecommunications Standard Committee (FTSC)**

Committees established by agency authority for facilitative or operational purposes, related to the agency's mission, e.g. committees tasked with reviewing policy, studying reorganizations, recommending new actions or developing multi-year plans

Records created by committees, including agenda, minutes, reports, and related records documenting the accomplishments, policies, and membership of committees

Files that relate to day-to-day committee activities and/or do not contain unique information of historical value, including such records as

- correspondence
- other routine records, such as public mail, requests for information, consultant personnel files, etc

**Disposition:**

TEMPORARY Cut off on termination of committee  
Destroy or delete 2 years after cutoff

**5 Federal Telecommunications Standard Committee (FTSC)**

Copies of committee records, such as agendas, meeting minutes, final reports and related records created by or documenting the accomplishments of committees, excluding those kept by the sponsor or Secretariat

**Disposition:**

TEMPORARY Destroy or delete when 3 years old

**U.S. Department of Homeland Security  
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**6 Federal Telecommunications Standard Committee (FTSC)**

In accordance with Executive Order 12472 relating to the Management responsibilities for the FTSP, the Manager, NCS established the Federal Telecommunications Standard Committee (FTSC) in which NCS member agencies may participate. Other Federal agencies may participate with concurrence of the Manager, NCS. The FTSC is chaired by the Assistant Manager, Office of Technology and Standards.

Files documenting the Committee's establishment, membership, policy, organization, deliberations, findings, and recommendations, including such records as:

- original charter, renewal and amended charters, organization charts, functional statements, directives or memorandums to staff concerning their responsibilities, and other materials that document the organization and functions of the Committee and its components
- agendas, briefing books, minutes, testimony, and transcripts of meetings and hearings as well as audiotapes and/or videotapes of meetings and hearings which were not fully transcribed
- one copy each of reports, studies, pamphlets, posters (2 copies) and other publications produced by or for the committee as well as news releases, commissioners' speeches, formal photographs and other significant public affairs files
- correspondence, subject and other files maintained by key committee staff, such as the chair, executive director, and legal counsel, documenting the functions of the committee
- substantive records relating to research studies and other projects, including unpublished studies and reports and substantive research materials (may include electronic data)
- questionnaires, surveys and other raw data accumulated in connection with research studies and other projects where the information has been consolidated or aggregated in analyses, reports, or studies covered by Item 2(a) (may include data maintained electronically)
- Records created to comply with the provisions of the Government in the Sunshine Act, annual reports to Congress describing the agency's compliance with the act

**Disposition:**

PERMANENT Transfer to the National Archives on termination of the Committee. Earlier periodic transfers are authorized for committees operating for 3 years or longer.

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Headquarters Records Schedules**

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- Documentation of subcommittees, working groups, or other subgroups of advisory committees, that support their reports and recommendations to the full or parent committee This documentation may include, but is not limited to minutes, transcripts, reports, correspondence, briefing materials, and other related records
- Documentation of formally designated subcommittees and working groups This documentation may include, but is not limited to minutes, transcripts, reports, correspondence, briefing materials, and other related records

**7 Incident Report**

Includes incident specific status, after action reports, and supporting documentation distributed to DHS Components and Federal, State, and Local Governments and Private Sector in the event emergency radio contact is required during an incident

**Disposition:**

TEMPORARY Cut off at end of calendar year Destroy 6 years after cutoff

**8 National Coordinating Center (NCC) Charter**

The legally binding document incorporating the organization and specifying its purpose, remit or bylaws

**Disposition:**

PERMANENT Transfer to the National Archives on termination of the NCC

**9 Strategic Planning Records**

Documents relating to the work and output of the office, including NCS missions and strategic and implementation plans, files containing formulation and issuance of NCS policy (including relevant background material such as drafts with substantive comments and/or drafts circulated for comment), copies of regulations, speeches, testimony for congressional hearings, and investigation and program and project reports, assets identified in the agency's capital investment portfolio, and clearance and review records

**Disposition:**

PERMANENT Cut off files annually Transfer to the National Archives 10 years after cutoff

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Headquarters Records Schedules**

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**10 Technical Information Bulletins/Tech Notes**

Describes the non-proprietary concepts and protocols that were components of the responses to a request for information (RFI), in addition to information obtained from sources such as standard bodies, technology forums, technology magazines, and professional organizations

These reports are published electronically, collected into a formal series, and are assigned an identifier (report number, volume number)

**Disposition:**

TEMPORARY Review annually Cut off files that have had no action in 5 years Destroy or delete at cutoff

**11 Test and Evaluation Files**

Consists of the following

- Test Evaluation Master Plan developed by system, of how test evaluations will be carried out and documented
- Integrated Master Schedule that plots dates and schedules for evaluations
- Analysis of Alternatives for evaluations of alternative designs based on performance, cost, schedule and risk criteria
- Performance specifications
- Joint capability and capability design documents
- Test evaluation results
- Concept of Operations

**Disposition:**

a Test Project file (excluding Final Report)  
TEMPORARY Destroy or delete 5 years after completion or cancellation of project or 1 year after responsible office determines it is no longer needed for legal, audit, administrative or business purposes

b Final Report  
TEMPORARY Review annually Cut off inactive files that have had no action in 5 years Destroy or delete at cutoff