

<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>NI-563-08-29</i>	
1 FROM (Agency or establishment) <b>Department of Homeland Security</b>		Date Received <i>7/7/08</i>	
2 MAJOR SUB DIVISION <b>National Protection and Programs Directorate</b>		NOTIFICATION TO AGENCY	
3 MINOR SUBDIVISION		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request, including amendments is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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>11/5/09</i>	ARCHIVED BY <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WITHDRAWN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>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 <b>7/1/08</b>	SIGNATURE OF AGENCY REPRESENTATIVE <i>Kathleen A. 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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)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 Protection and Programs Directorate (NPPD) Common Program Records</b>		

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

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**National Protection and Programs Directorate**

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The goal of the National Protection and Programs Directorate is to advance the Department's risk-reduction mission. Reducing risk requires an integrated approach that encompasses both physical and virtual threats and their associated human elements.

The components of the National Protection and Programs Directorate include:

- Office of Cybersecurity and Communications (CS&C) CS&C has the mission of assuring the security, resiliency, and reliability of the nation's cyber and communications infrastructure
- Office of Infrastructure Protection (OIP) OIP leads the coordinated national effort to reduce risk to our critical infrastructures and key resources (CIKR) posed by acts of terrorism. In doing so, the Department increases the nation's level of preparedness and the ability to respond and quickly recover in the event of an attack, natural disaster, or other emergency
- Office of Intergovernmental Programs (IGP) IGP has the mission of promoting an integrated national approach to homeland security by ensuring, coordinating, and advancing federal interaction with state, local, tribal, and territorial governments
- Office of Risk Management and Analysis (RMA) RMA serves as the Department's Executive Agent for national risk management and analysis
- US-VISIT uses innovative biometrics-based technological solutions—digital fingerprints and photographs—to provide decision-makers with accurate information when and where they need it

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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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**1 Administrative Trip Books**

Contains schedules, agendas, 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

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

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**2 Incident Management Files**

Includes incident specific daily status reports, after action reports, alerts, action plans, advisories, briefings, binders, supporting documentation and final reports distributed via email and/or web based posting to support, DHS Components and Federal, State, and Local Governments. Information is received, analyzed and reported and serves as unique documentation on the CI/KR status of operations during an incident.

**Disposition:**

PERMANENT Cut off after publishing the final report.  
Transfer to NARA 20 years after cutoff

**3 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

**4 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

**5 Media Advisory**

A public notification containing information on significant upcoming events distributed to DHS components and other Federal, state and local agencies and media outlets.

**Disposition:**

TEMPORARY Cut off on date of publication. Destroy  
or delete 5 years after cutoff

**6 Program Monitoring Records**

Includes records which relate to the on-going management of programs and routine projects within programs. Types of files include both mission and operational programs and may be maintained by one or more organizational units.

**Disposition:**

TEMPORARY Cut off at the end of the calendar year.  
Destroy or delete 7 years after cutoff

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

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**7 Training and Exercise Files**

Records include correspondence, marketing, registrations, attendance, evaluations, sign-in sheets, course materials, and lessons learned created for facility-sponsored training, outreach, and exercises

**Disposition:**

TEMPORARY Cut off at end of fiscal year when superseded, obsolete, or no longer needed Destroy or delete 1 year after cutoff

**8 Vulnerability Assessment Files**

Files maintained for each assessment may include, but are not limited to, copies of authorizations, preparation instructions, correspondence, memoranda, survey forms, risk assessments, and reports created and collected during the course of surveys and studies on critical infrastructures and key resources

**Disposition:**

a Project file (excluding Final Report)  
Any correspondence on vulnerability assessments, working files, drafts, standards, studies, and work plans  
TEMPORARY Destroy or delete 5 years after completion or cancellation of assessment or 1 year after responsible office determines it is no longer needed for legal, audit, administrative or business purposes

b Final Report

1) Tier 1 and Tier 2 CI/KR Assessments

TEMPORARY Destroy or delete 99 years from the completion of the assessment

2) All Other Assessments

TEMPORARY Destroy or delete 25 years from the completion of the assessment

c Projects not implemented

TEMPORARY Cut off on date of decision to decline  
Destroy or delete when no longer needed for business purposes

**9 Weekly Activity Reports**

Records of weekly reports of significant activity for the attention of the Under Secretary, Assistant Secretaries or Directors of NPPD, includes reports prepared highlighting information prepared by NPPD personnel

**Disposition:**

TEMPORARY Cut off at the end of the calendar year  
Destroy or delete 1 year from cutoff or when no longer needed for reference