

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b>		LEAVE BLANK (NARA use only)	
To NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD, COLLEGE PARK, MID 20740-6001		JOB NUMBER <b>NT-563-09-4</b>	
1 FROM (Agency or establishment) <b>Department of Homeland Security</b>		Date Received <b>4/22/09</b>	
2 MAJOR SUB DIVISION <b>National Protection and Programs Directorate</b>		NOTIFICATION TO AGENCY	
3 MINOR SUBDIVISION <b>Office of Cybersecurity and Communications</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request, including amendments is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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 <b>8-20-2009</b>	ARCHIVIST OF THE UNITED STATES <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WITHDRAWN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>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 <b>4/15/09</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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)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: NPPD/CS&amp;C/NCS Test and Evaluation Files</b>		

WITHDRAWN

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

**National Protection and Programs Directorate**

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

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

**1 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 Cut off at end of calendar year after completion or cancellation of project. Destroy or delete 5 years after cutoff 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.