

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER N1-060-10-18	
To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received 4/19/10	
1 FROM (Agency or establishment) Department of Justice		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
2 MAJOR SUBDIVISION Justice Management Division			
3 MINOR SUBDIVISION Security and Emergency Planning Staff, Compliance Review Team			
4. NAME OF PERSON WITH WHOM TO CONFER Laura Gilliam	5 TELEPHONE NUMBER 202-514-2094	DATE 2/27/10	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>2</u> page(s) are not needed now for the business for 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 of 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 4/15/2010	SIGNATURE OF AGENCY REPRESENTATIVE Jeanette Plante		Director, Office of Records Management Policy
7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	<p align="center">Security Compliance Review Case Files</p> <p>The Compliance Review Team (CRT) is responsible for determining if DOJ Components are in compliance with Department security programs. This is accomplished by conducting random and scheduled security reviews. A proactive approach is taken during the review process and security advice and assistance is provided on-site as needed. The reviews cover the following security disciplines: Physical, Personnel, Contractor, Document, Information Technology, Communications and Operations, as well as Occupant Emergency and Continuity of Operations Plans and Safety and Health Program</p> <p align="center">SEE ATTACHED</p>		

Department of Justice, Justice Management Division, Security and Emergency Planning Staff,
Compliance Review Team: Security Compliance Review Case Files

Case files contain the following pertinent security compliance review documentation.

- Notification Memorandum. official correspondence between the Department Security Officer (DSO) and the component Security Program Manager and/or head of the component office identifying the scheduled review date
- Security Compliance Review Report: defining deficiencies in the component security program identified during the security compliance review. The report includes Findings and Observations, with the respective corrective action recommendations for all security disciplines under the purview of the Security and Emergency Planning Staff, e.g., physical, personnel, contractor, document, information technology, communications, emergency planning, and safety and health
- Component Response. response to the security compliance review report identifying recommendations implemented, corrective actions, budget requests via headquarters, or risk management decisions.
- Compliance Review Final Reply Memorandum: DSO acceptance of the component's response
- Subsequent E-mail Correspondence: further discussion between the Compliance Review Team and component to obtain clarification of a response prior to the DSO Final Reply Memorandum approval, if required.
- Checklists. detailed lists of questions for all security disciplines to assist with identifying violations and security vulnerabilities during the security compliance review.
- Notes. detailed information regarding the component office visited to include personnel interviewed, building details, building management, etc.
- Follow-Up Notification Memorandum: official correspondence between the DSO and the component SPM and/or head of the component office identifying the scheduled follow-up review date (within 3 years of original review)
- Security Compliance Review Follow-up Memorandum: identifies unresolved issues from initial security compliance review report, if applicable, with respective follow-up corrective action recommendations.
- Component Response. response to the follow-up security compliance review memorandum.
- Compliance Review Follow-up Final Reply Memorandum: DSO acceptance of component's follow-up response.
- Follow-up subsequent e-mail correspondence and additional notes

Temporary. Cut off at the end of calendar year in which the final reply memo for the compliance review or follow-up is issued, whichever is later Destroy 5 years after cutoff