

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b>		JOB NUMBER <i>NI-048-09-5</i>	
TO NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date Received <i>2/25/09</i>	
FROM (Agency or establishment) Department of the Interior		NOTIFICATION TO AGENCY	
2 MAJOR SUBDIVISION Office of the Secretary		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request, including amendments, is approved except for items that may be marked "disposition not approved or "withdrawn" in column 10	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 Incident Management Analysis and Reporting Directorate			
4 NAME OF PERSON WITH WHOM TO CONFER Dawn Boswell	4 TELEPHONE NUMBER 202-208-3652	DATE <i>2/25/09</i>	ARCHIVIST OF THE UNITED STATES <i>[Signature]</i>
5 AGENCY INFORMATION 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 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 2/18/09		SIGNATURE OF AGENCY REPRESENTATIVE <i>Dawn Boswell</i>	
		TITLE <i>Acting</i> Office of the Secretary 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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)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	8151 Incident Management Analysis and Reporting System 8151 1 Incident Data 8151 2 Non-Incident Data                       [See Attached List of Records Descriptions and Requested Disposition Authority ]		

**8151 Incident Management Analysis and Reporting System (IMARS).** IMARS is a system that collects and maintains incident reports for the department relating to law enforcement, homeland security, security (physical, personnel and stability, information, and industrial) It also collects emergency management, sharing and analysis activities of the department, and related information

The system contain privacy act and sensitive, non-classified information

**8151.1 Incident Data.** Data that has been specifically applied for and preserved as part of an incident/investigation, to include incident, offense descriptions and dispositions, as well as relationships of persons to the incident or case. Data collected as part of an incident/investigation that is indexed for sharing across multiple incidents to include the Master Vehicle Index (MVI), Master Name Index (MNI), and evidence information is also considered incident data.

Disposition: Temporary. Cutoff when incident is closed off. Archive 20 years after cut-off. Destroy 50 years after archiving.

**8151.2 Non-Incident Data:** Data related to the user/officer and their unit of assignment, badge number, training, qualifications, etc.

Disposition. Temporary Cut-off after the user/officer retires, resigns, leaves the DOI, or is assigned to a position that will no longer require access to IMARS. Archive 3 years after cut-off. Destroy 50 years after archiving.