

REQUEST FOR RECORDS DISPOSITION AUTHORITY		LEAVE BLANK (NARA use only)	
To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD, COLLEGE PARK, MD 20740-6001		JOB NUMBER NI-563-07-2	
1 FROM (Agency or establishment) Department of Homeland Security		Date Received 2-22-2007	
2 MAJOR SUB DIVISION Homeland Security Operations Center		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request, including amendments is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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NAME OF PERSON WITH WHOM TO CONFER Kathy Schultz	5 TELEPHONE 202-447-5075	DATE 10-30-07	ARCHIVIST OF THE UNITED STATES WITHDRAWN
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 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 1/31/07	SIGNATURE OF AGENCY REPRESENTATIVE <i>Kathleen A. Schultz</i>		TITLE Senior 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 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)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	See attached sheet(s) for: Homeland Security Information Network (HSIN)		

**U.S. Department of Homeland Security
Homeland Security Operations Center (NOC)**

1. Homeland Security Information Network Database (HSIN)

6 U.S.C. Section 121(d) of the Homeland Security Act of 2002 requires the Department of Homeland Security to access, receive, and analyze law enforcement information, intelligence information, and other information from agencies of the Federal Government, State and local government agencies (including law enforcement agencies), and private sector/entities, and to integrate such information in order to.

- a) Identify and assess the nature and scope of terrorist threats to the homeland;
- b) Detect and identify threats of terrorism against the homeland
- c) Understand such threats in light of actual and potential vulnerabilities of the homeland.

The National Response Plan specifically identifies Homeland Security Information Network Database (HSIN) as the system for exchanging incident information.

Purpose of the System: To input suspicious activity reports that may indicate preoperational planning for terrorism and incident information pertinent to response and recovery efforts into a system, which has the capability to process, archive, and link several reports together. The data is stored on hard drives. The backup is a transfer of the electronic data to hard disks and mirrored hard drives at a secure offsite location. All information is sensitive but unclassified (SBU). Some is Law Enforcement Sensitive (LES).

a. Input/Source Records

- 1) Non-electronic documents or forms designed and used solely to create, update, or modify the records in an electronic medium and not required for audit or legal purposes (such as need for signatures) and not previously scheduled for permanent retention in a National Archives and Records Administration (NARA) approved agency records schedule.

Disposition: TEMPORARY. Destroy after the information has been converted to an electronic medium and verified, or when no longer needed to support the reconstruction of, or serve as the backup to, the master file, whichever is later.

- 2) Electronic records received from another agency and used as input/ source records by the receiving agency.

Disposition: TEMPORARY. Delete when data have been entered into the master file or database and verified, or when no longer needed to support reconstruction of, or serve as back up to, the master file or database, whichever is later.

- b. Master file:** The system contains information entered from suspicious activity reports (SARS) and incident reports from 2003 to the present. The data is both hand entered by Senior Watch Officers and automatically ingested from other databases. One record is created for each report as it enters into the system. Classified or sensitive portions of the reports can be cross referenced and retrieved from the tracker log. The primary key is the Report ID number.

Disposition: TEMPORARY. Cut-off files at the end of the calendar year in which the data is no longer needed for immediate/current use. Destroy/delete record 20 years after the cutoff.

c. Outputs/Reports:

- **Component Daily Operations Summary (OPSUM):** The components' daily,

scheduled, operational report covering the previous 24-hour period. OPSUMS typically include significant operational activity such as law enforcement arrests, the identification of large-scale fraud rings, border stops, migrant and contraband interdictions, terrorist watch list encounters, no-fly incidents, etc

- **DHS Daily Operations Report:** The scheduled, daily operational report the DHS Office of Operations Coordination (OPS) prepares and distributes to agencies on a need-to-know basis. Generally, OPS will prepare this report based upon cases selected from OPSUMS.
- **Priority OPS Report:** Periodic component reporting intended to provide situational awareness to the OPS Directorate leadership and/or the Secretary. Priority OPS reports, which require the approval of the component head or other designated senior executive, represent a principal vehicle for transmitting operational situational awareness to the Secretary's morning brief
- **Spot Report:** Indicator and warning reports. These reports contain information of such significance they warrant immediate notification to the National Operations Center (NOC).
- **Ad Hoc Reports:** Special reports requested by the Director or Deputy Director of Operations Coordination.

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

d. Instant messaging (Jabber):

- 1) Records containing substantive information relating to official activities, the substance of which has not been incorporated into official files.
- 2) Records containing no substantive information.

Disposition: TEMPORARY. Cut off yearly. Destroy 6 years after cutoff.

*4/10/07
2/18/07
via email
from T. Hudson*