

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b>		LEAVE BLANK (NARA use only)	
		JOB NUMBER <i>NI-563-07-9</i>	
To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD, COLLEGE PARK, MD 20740-6001		Date Received <i>5/16/07</i>	
1 FROM (Agency or establishment) <b>Department of Homeland Security</b>		NOTIFICATION TO AGENCY	
2 MAJOR SUB DIVISION <b>National Protection and Programs Directorate</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request, including amendments is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
3 MINOR SUBDIVISION <b>National Coordinating Center for Telecommunications</b>			
4. NAME OF PERSON WITH WHOM TO CONFER <b>Kathy Schultz</b>	5 TELEPHONE <b>202-447-5075</b>	DATE <i>12/14/07</i>	ARCHIVIST OF THE UNITED STATES <i>[Signature]</i>
<p>6 <b>AGENCY CERTIFICATION</b></p> <p>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,</p> <p><input checked="" type="checkbox"/> is not required      <input type="checkbox"/> is attached; or      <input type="checkbox"/> has been requested.</p>			
DATE <b>5/7/07</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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)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: Priority Telecommunications System (PTS)</b>		
<i>re 1/11/08 Copies sent to agency &amp; NARA</i>			

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

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**National Protection and Programs Directorate**

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**Priority Telecommunications System (PTS)**

**NARA # N1-563-07-9**

The Priority Telecommunications System (PTS) was established to give National Security and Emergency Preparedness (NS/EP) users priority authorization for provisioning and restoration of telecommunications services that are vital to coordinating and responding to crisis. These NS/EP services are critical to the maintenance of a state of readiness or the response to, and management of, any event or crisis which causes, or could cause, personal harm to the population, damage to property, or threaten the security of the United States.

The PTS is an Automated Information System (AIS). It will provide support to the Telecommunications Service Priority (TSP) Program Office. The system will allow the priority provisioning and restoration of NS/EP telecommunications services. It will also track TSP code requests from receipt to completion, identify duplicate requests, ensure consistency in responses, reduce the time in processing requests, facilitate reporting and reviews, and improve customer service

The TSP Program was established by Title 47, CFR, Part 64, Appendix A, "Telecommunications Service Priority (TSP) System for National Security Emergency Preparedness (NSEP)"; FCC Report and Order 88-341, and Executive Order 12472, "Assignment of National Security and Emergency Preparedness Telecommunications Functions". This system was created as an automated system for managing the program.

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**Item 1**

**Master File / Data:**

Data maintained within the system includes, Federal Information Processing Standards (FIPS) Code, organization type (Federal, State, Local Government or Private Industry), address and phone number of organizations. Other information includes. circuit id's, locations of circuits, dates of service requested, information pertaining to the requestor such as name, phone numbers, and address, email address, title and the organization names.

This information is used to establish the criteria by which the provisioning and/or restoration priorities are determined. Once the criteria have been established, a random code is generated along with the provisioning and/or restoration priority level which facilitates the restoration of and/or installation of critical telecommunications

**Disposition:**

TEMPORARY. Cut off when no longer active. Destroy or delete upon cutoff.

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

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**National Protection and Programs Directorate**

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services.

NARA # NI-563-07-9

**U.S. Department of Homeland Security  
Headquarter Offices  
National Protection and Programs Directorate  
National Coordinating Center for Telecommunications/Telecommunications Service  
Priority Program**

**Priority Telecommunications System (PTS)**

The Priority Telecommunications System (PTS) was established to give National Security and Emergency Preparedness (NS/EP) users priority authorization for provisioning and restoration of telecommunications services that are vital to coordinating and responding to crisis. These NS/EP services are critical to the maintenance of a state of readiness or the response to, and management of, any event or crisis which causes, or could cause, personal harm to the population, damage to property, or threaten the security of the United States.

The PTS is an Automated Information System (AIS). It will provide support to the Telecommunications Service Priority (TSP) Program Office (PO). The system will allow the priority provisioning and restoration of NS/EP telecommunications services. It will also track TSP code requests from receipt to completion, identify duplicate requests, ensure consistency in responses, reduce the time in processing requests, facilitate reporting and reviews, and improve customer service.

The TSP Program was established by Title 47, CFR, Part 64, Appendix A, "Telecommunications Service Priority (TSP) System for National Security Emergency Preparedness (NSEP)"; FCC Report and Order 88-341, and Executive Order 12472, "Assignment of National Security and Emergency Preparedness Telecommunications Functions". This system was created as an automated system for managing the program.

**1. Inputs**

Information is collected from users by various means. Users may submit an application via fax, email, mail, or the user may submit the information via contact with a TSP Action Officer over the phone in which the information is annotated onto a request application for processing.

Data is either manually keyed or uploaded via batch processing in which the requestor provides a spreadsheet to the TSP PO and the information is uploaded into the system for processing via query.

- a. 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.

**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.

- b. Electronic records used as input / source records.

**Disposition: TEMPORARY.** Delete when data has 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.

## 2. Master File / Data

Data maintained within the system includes Federal Information Processing Standards (FIPS) Code, organization type (Federal, State, Local Government or Private Industry), and address and phone number of organizations. Other information includes circuit ids, locations of circuits, dates of service requested, information pertaining to the requestor such as name, phone numbers, address, email address, title and the organization names.

This information is used to establish the criteria by which the provisioning and/or restoration priorities are determined. Once the criteria have been established, a random code is generated along with the provisioning and/or restoration priority level which facilitates the restoration of and/or installation of critical telecommunications services.

**Disposition: TEMPORARY.** Add or delete data as needed to update the file.

## 3. Outputs

a. Ad hoc Reports responding to specific questions or queries.

b. Screen shots

Electronic copy used solely to generate a record keeping or reference copy.

**Disposition: TEMPORARY.** Destroy or delete when no longer needed for business purposes.

c. Ad hoc Reports generated to create a hard copy record.

**Instruction:** File in the appropriate administrative office file. Follow the retention guidelines for that record series.