

REQUEST FOR RECORDS DISPOSITION AUTHORITY		LE. <input type="checkbox"/> BLANK (NARA use only)	
To NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD, COLLEGE PARK, MD 20740-6001		JOB NUMBER <i>NI-563-07-14</i>	
1 FROM (Agency or establishment) Department of Homeland Security		Date Received <i>9-10-2007</i>	
2 MAJOR SUB DIVISION Office of Operations Coordination		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request, including amendments is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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 <i>11/20/02</i>	ARCHIVIST OF THE UNITED STATES <i>Alma W. ...</i>
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 8/29/07	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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)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: Operations Directorate COOP/Personnel Database Note: <i>* Inputs are covered by GRS 20, XXXXXX?</i>		
<i>le 12/5/07 Copies sent to agency & DUMU</i>			

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

Operations Coordination, Office of

Operations Directorate COOP/Personnel Database

NARA # N1-563-07-14

Legal Authority

- a) The National Security Act of 1947, dated July 26, 1947, as amended
- b) The Homeland Security Act of 2002 (Public Law 107-296), dated November 25, 2002
- c) Executive Order 12148, Federal Emergency Management, dated July 20, 1979, as amended.
- d) Executive Order 12656, Assignment of Emergency Preparedness Responsibilities dated November 18, 1988, as amended
- e) Executive Order 13286, Establishing Office of Homeland Security, dated February 28, 2003.
- f) Presidential Decision Directive 67, Enduring Constitutional Government and Continuity of Government Operations, dated October 21, 1998.

Purpose of the System. It is a stand alone database used to prepare and maintain a roster of personnel needed to ensure a minimum level of performance of the organization's essential functions. The data is stored on hard drives. The backup is the electronic transfer of data to hard disks. This database will be used for the DHS Operations Directorate (OPS) Quarterly Congressional Report, Emergency Response Group (ERG) / Continuity of Operations (COOP) accountability and Network Operations Center (NOC) personnel rosters

Definitions

Personnel roster: A list or roll of personnel assigned or attached to DHS Operations Directorate

Duty roster: A list or roll of personnel assigned regular periods of duty

I. Master File / Data:

Records of personal data of Operations Directorate personnel, Incident Management Division (IMD) team members and partner watch personnel. Contains records created from 2004 to present. It consists of Duty Information, Emergency Contact Information, Security Access level and training records. Each record is assigned a unique ID number. There is no public version of the data. Information is restricted under the Privacy Act.

Disposition:

TEMPORARY Delete record 6 years after user is re-assigned or terminated

U.S. Department of Homeland Security
Headquarters Systems Schedules

Operations Coordination, Office of

2. Output:

Personnel rosters, Duty rosters

Disposition (Media Neutral):

TEMPORARY. Cut off at the end of the calendar year, destroy
5 years after cut-off.

NI-503-07-14

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

Operations Coordination, Office of

Operations Directorate COOP/Personnel Database

NARA #

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Definitions

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Duty roster: A list or roll of personnel assigned regular periods of duty

Input:

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 NARA-approved agency records schedule.

Disposition (Media Neutral):

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

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

Operations Coordination, Office of

Master File / Data:

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Disposition:

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Output:

Personnel rosters, Duty rosters

Disposition (Media Neutral):

TEMPORARY. Cut off at the end of the calendar year, destroy 5 years after cut-off