

REQUEST FOR RECORDS DISPOSITION AUTHORITY		LEAVE BANK (NARA use only)	
To NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD, COLLEGE PARK, MD 20740-6001		JOB NUMBER NI-563-07-19	
1 FROM (Agency or establishment) Department of Homeland Security		Date Received 9-10-2007	
2 MAJOR SUB DIVISION Science and Technology Directorate		NOTIFICATION TO AGENCY	
3 MINOR SUBDIVISION Command, Control and Interoperability Division		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request, including amendments is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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NAME OF PERSON WITH WHOM TO CONFER Kathy Schultz	5 TELEPHONE 202-447-5075	DATE 10-30-07	ARCHIVIST OF THE UNITED STATES WITHDRAWN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>3</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 8/30/07	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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)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: DisasterHelp.gov		

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

Science and Technology Directorate

DisasterHelp.gov

NARA #

DisasterHelp.Gov (DHelp) Web Portal

The DHelp web portal was initiated as part of the Disaster Management Presidential eGovernment initiative. eGovernment initiatives are intended to help make the government more citizen focused and effective using technology. Requirements for this web portal included the implementation of a nationally scalable interoperable data sharing environment for Citizens, Responders, Businesses, Government, and Non-government organizations. The DHelp web portal provides "one stop" shopping for information and collaboration tools pertaining to disaster preparation, mitigation, response and recovery.

The information collected and maintained by DHelp will be accessed principally by the public who are interested in finding information relating to disasters, emergencies, the responder community and other disaster management agencies at the Federal, state, local, foreign, or tribal level, who, in accordance with their responsibilities, are lawfully engaged in collecting emergency related information. Each of these parties will be granted only access related to their specific needs and responsibilities.

The DHelp portal serves as a centralized gateway through which disaster information, applications, and links to other government or other resources are shared. It also provides Emergency Responders or other authorized users the ability to work collaboratively through the use of DisasterHelp workspaces. These workspaces are used to share documents, read and post messages, participate in online discussions, and subscribe to emergency related notifications.

The DHelp web portal was developed in accordance to the e-Government Act of 2002, specifically Section 214, Enhancing Crisis Management through Advanced Information.

Input:

General Public User data

When a member of the General Public User visits the DHelp web portal, certain demographic elements of information are automatically collected as long as the system is in operation.

Information gathered includes the Internet domain and IP address from which the DHelp Portal is accessed, type of browser and operating system used to access the site, date and time the site is accessed, and pages visited while on DHelp. If the visitor linked to Disasterhelp.gov from another website, the address of that website will also be collected.

Disposition (Media Neutral):

Destroy or delete when 3 years old. This information will be retained for administrators to use as a reference to emergency responders information. In addition, information regarding how the system is used will be used to forecast future/needs changes.

U.S. Department of Homeland Security
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CIRS 20, FROM 2A

Input:

Workspace Data

Electronic data uploaded into a shared workspace making it available to be worked on collaboratively among other portal users. Materials can include White Papers, Presentations, and contact information

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

Master File / Data:

Metadata

DHelp collects metadata entered via the systems Web forms and maintains the information in a database. Outside of system administrators, this information is only viewable through the DHelp portal. Data is not available for download or transmission via the portal

Disposition:

Temporary Destroy or delete information when 3 years old.

Master File / Data:

Electronic objects / Workspace data

Uploaded information such as custom web pages, presentations, emergency plans, as well as log information regarding visitor actions, is maintained electronically on the network servers

Disposition:

TEMPORARY. Destroy or delete information when 2 years old.

OUT PUTS SCHEDULED UNDER CIRS 20, FROM 5a.

PDR PH. COD. w/ TAMMIE HUSSON, COMMENTOR DHS RECEIVED 9/13/07 BX