

REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse)		LEAVE BLANK (NARA use only)	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER NI-563-11-10	DATE RECEIVED 9/20/11
1 FROM (Agency or establishment) Department of Homeland Security		NOTIFICATION TO AGENCY	
2 MAJOR SUBDIVISION Office of Operations Coordination			
3 MINOR SUBDIVISION			
4 NAME OF PERSON WITH WHOM TO CONFER Michael Page	5 TELEPHONE 202-357-7626	DATE DEC 11	ARCHIVIST OF THE UNITED STATES

6 AGENCY CERTIFICATION
I hereby certify that I am authorized to act for this agency in the matters pertaining to the disposition of its records and that the records proposed for disposal attached 2 page(s) are not needed 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 Manuel for Guidance of Federal Agencies,

is not required, is attached, or has been requested

DATE 9-16-2011	SIGNATURE OF AGENCY REPRESENTATIVE Mark L Peasley 	TITLE Assistant Director, Records Publications and Mail Mgmt
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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 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)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 for System schedule for National Operations Center (NOC) Senior Watch Officer (SWO)/Tracker Logs Inputs and Outputs covered by GRS 20	NI-563-08-023-	

U.S. Department of Homeland Security

Headquarters Systems Schedules

Operations Coordination, Office of

National Operations Center (NOC) Senior Watch Officer (SWO)/Tracker Logs

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 HSC Katrina Report further directed to DHS the mission to establish a "National Information and Knowledge Management System and a National Reporting System" The NOC is the primary national-level hub for domestic situational awareness, common operational picture, information fusion, information sharing, communications, and coordination pertaining to the prevention of terrorist attacks and domestic incident management The NOC is the primary conduit for the White House Situation Room and the DHS Leadership for domestic situational awareness land depending on nexus some international items are reported as well The NOC facilitates information sharing and operational coordination with other Federal, State, local, tribal, and private sector operation centers

Purpose of the System The SWO/Tracker logs maintain summaries, source documents, and files for all events, incidents, and/or case files the NOC monitors or provides support to The SWO/Tracker logs perform this function for the Senior Watch Officer (SWO) and Assistant Senior Watch Officer (ASWO) while working closely with the DHS Secretary's Intelligence Analyst, Infrastructure Analysis (IA) Analyst, DHS Secretary's Briefing Staff, Law Enforcement (LE) agency representatives, and other watch standers

All disposition instructions are media neutral, they apply regardless of the media or format of the records

Item	Description	Disposition	Superseded Authority
1	SWO Log Electronic files that maintain real time situational awareness, and documents all intelligence threats and real world incidents or events being monitored by the NOC	TEMPORARY - Cut off at the end of the calendar year in which case/event closed Destroy 20 years after cutoff, or when superseded, obsolete, or no longer needed for the conduct of agency business, whichever is later	N1-563-08-023 Item 1 <i>original disposition still applies, authority is not superseded wbt 10/6/2011</i>
2	Incident Tracking Index (Master Tracker Log) Logs, summaries, source documents, and files for all events, incidents, and/or case files the NOC monitors or provides support for		
	a Phase Two or Phase Three Events	PERMANENT - Cut off at the end of the calendar year in which case/event closed Transfer to the National Archives 5 years after cutoff	N1-563-08-023 Item 2a <i>original disposition still applies; authority is not superseded wbt 10/6/2011</i>
	A Phase 2 Event is: 1 An event meeting any of the four criteria outlined in Homeland Security		

~~Presidential Directive 5 (HSPD-5)~~

~~2- Man made events and natural disasters, chemical, biological, radiological, nuclear, explosive, and cyber events, floods, fires, and tsunamis, and other events causing loss of life and large scale evacuations (likely leading to a Presidential Directive Decision) and requiring significant Federal involvement~~

~~3- An event significantly impacting the U.S. critical infrastructure and industrial accidents occurring in densely populated areas~~

~~4- A credible threat with possible/actual terrorist nexus and U.S. homeland security implications.~~

~~5- A National Security Special Event whose public safety, threat, complexity, or other attributes require extensive Federal information sharing, interagency support, and incident management preparedness~~

~~A. Phase 3 Event is~~

~~1- An event so catastrophic that the Federal Government must assume the highest level of operational posturing and activity~~

~~2- A domestic event with a confirmed terrorist nexus~~

~~Date Span 2005-present~~

~~Volume of Sample Case File (Hurricane Katrina), about 350 MB~~

~~Annual Accumulation Unknown~~

~~Year of First Transfer to the National Archives 2010~~

b All other events

TEMPORARY Cut off at the end of the calendar year in which case/event closed
Destroy 5 years after cutoff, or when superseded, obsolete, or no longer needed for the conduct of agency business, whichever is later

N1-563-08-023
Item 2b