

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER N1-483-09-1	
To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received 6/3/09	
1 FROM (Agency or establishment) Office of Thrift Supervision		NOTIFICATION TO AGENCY 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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
2 MAJOR SUBDIVISION Information, Technology & Finance			
3 MINOR SUBDIVISION Security			
4. NAME OF PERSON WITH WHOM TO CONFER Kathy Collins	5 TELEPHONE NUMBER (202) 906-7514	DATE 9-11-09	ARCHIVIST OF THE UNITED STATES <i>Adrienne Thomas</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>1</u> page(s) are not needed now for the business for 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 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 05/19/2009	SIGNATURE OF AGENCY REPRESENTATIVE <i>Kathy Collins</i>		TITLE Manager, Records Management
7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	<p>This schedule applies to all formats and media in which records are created and maintained at the Office of Thrift Supervision (OTS), including paper, microfilm, and electronic records.</p> <p>Mass Communications System (See Attached)</p> <p>Note: Authorization to destroy temporary records is subject to prior approval of OTS Counsel.</p>		

Item 1.

Mass Communications System

This high speed emergency notification system is used for crisis communications with staff and supports OTS' Continuity of Operations and Disaster Recovery Plans. The system may be used to transmit time-sensitive information and emergency warnings to staff and/or to maintain command and control during emergency operations. The system contains emergency contact information for each OTS employee and broadcast information for each communication. OTS does not maintain any data. This system is delivered via SaaS (software as a service).

a. Emergency Contact Information

This item consists of employee emergency contact information which may include email, cell phone, desk phone, home phone, blackberry PIN and SMS.

1. Terminated/Separated Employees

Disposition: **TEMPORARY.** Destroy/delete immediately upon employee termination or separation.

2. Active Employees

Disposition: **TEMPORARY.** Cut off upon contract expiration. Destroy/delete 30 days after cutoff.

b. Broadcast Data

This item includes actual and test notification/broadcast messages, results and data.

Disposition: **TEMPORARY.** Cut off upon contract expiration. Destroy/delete 30 days after cutoff.

c. Reports

This item includes notification/broadcast results reports and ad-hoc reports produced using all application data, including recipient information, group information and broadcast/notification information.

Disposition: **TEMPORARY.** Destroy/delete when no longer needed for administrative, legal, audit, or other operational purposes.

GRS 20, items 12 + 16