

This schedule is in development. It may not be used to retire or destroy records. If you have any questions, please contact the Records Help Desk.

EPA Records Schedule 749

Status: Development, 11/30/2008

Title: Automated System Security Evaluation and Remediation Tracking (ASSERT)

Program: Environmental Information

Applicability: Headquarters

Function: 404-140 - IT Security

NARA Disposal Authority:

This schedule authorizes the disposition of the record copy in any media (media neutral), excluding any records already in electronic form. Records designated for permanent retention must be transferred to the National Archives in accordance with NARA standards at the time of transfer.

- Pending

Description:

The Automated System Security Evaluation and Remediation Tracking (ASSERT) system is a government-wide Web-based portal which helps federal agencies meet Federal Information Security Management Act (FISMA) reporting requirements. The system includes a security categorization module (SysCat) and supports the annual security self assessment results with Plans of Action and Milestones (POAM) to remedy any weaknesses discovered, and supports the federal security reporting requirements to the external oversight communities.

Disposition Instructions:

Item a: Electronic software program

The Office of Environmental Information, Office of Technology Operations and Planning, Technology and Information Security Staff at Headquarters is responsible for the disposition of this item.

- **Disposable**
- Destroy when no longer needed to ensure access to, and use of, the electronic records throughout the authorized retention period

Item b: Input

- **Disposable**
- Follow instructions for EPA 171

Item c: Electronic data for EPA

The Office of Environmental Information, Office of Technology Operations and Planning, Technology and Information Security Staff at Headquarters is responsible for the disposition of this item

- **Disposable**
- Delete 1 year after system is superseded

Item d: Electronic data for other participating agencies

- **Varies**
- Each participating agency is responsible for the disposition of its data

Item e: Output and reports

- **Disposable**
- File with related records and follow instructions for the related records

Item f: System documentation

The Office of Environmental Information, Office of Technology Operations and Planning, Technology and Information Security Staff at Headquarters is responsible for the disposition of this item

- **Disposable**
- Follow instructions for EPA 304, item a(1)

Guidance:

Specific legal citations include, but are not limited to

- Federal Information Security Management Act (FISMA)

Reasons for Disposition:

EPA is the managing partner for this system. Participating federal agencies own and manage their own data, control internal access and workflow. Item c covers EPA's electronic data and the retention is based on NARA's General Records Schedule (GRS) 24, item 5 for security of systems and data.

Custodians:

Office of Environmental Information, Office of Technology Operations and Planning, Technology and Information Security Staff

- **Contact:** Leonard Chertoff
- **Telephone:** 202-566-2456

Related Schedules:

EPA 1 EPA 304

Previous NARA Disposal Authority:

None

Entry: 11/07/2008

EPA Approval: Pending

NARA Approval: Pending