

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b>		LEAVE BLANK (NARA use only)	
		JOB NUMBER <i>NI-563-07-12</i>	
To NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD, COLLEGE PARK, MID 20740-6001		Date Received <i>7/2/07</i>	
1 FROM (Agency or establishment) <b>Department of Homeland Security</b>		NOTIFICATION TO AGENCY	
2 MAJOR SUB DIVISION <b>National Protection and Programs Directorate</b>		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request, including amendments is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
3. MINOR SUBDIVISION <b>Office of the Manager of the National Communications System</b>			
4 NAME OF PERSON WITH WHOM TO CONFER <b>Kathy Schultz</b>	5 TELEPHONE <b>202-447-5075</b>	DATE <i>6/8/07</i>	ARCHIVIST OF THE UNITED STATES <i>Alm W...</i>
<b>6 AGENCY CERTIFICATION</b> 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 <b>6/8/07</b>	SIGNATURE OF AGENCY REPRESENTATIVE <i>Kathleen P. Schultz</i>		TITLE <b>Senior Records Officer</b>
7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
<b>1</b>	<b>See attached sheet(s) for: Priority Telecommunications Service (PTS)</b>		
<i>LC 12/5/07</i>	<i>Copies sent to agency &amp; nwmw</i>		

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

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**National Protection and Programs Directorate**

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**Priority Telecommunications Service (PTS)**

**NARA # N1-560-07-12**

The National Security/Emergency Preparedness (NS/EP) Priority Telecommunications Service (PTS) is a White House directed program to provide specially designed telecommunications services to NS/EP users during natural or man-made disasters when conventional communication services are ineffective. NS/EP PTS enhances the ability to complete calls during times of national crisis through the Public Switched Telephone Network (PSTN) via the following four NS/EP PTS components:

- Government Emergency Telecommunications Service (GETS), is a nationwide landline telephone service that provides priority NS/EP Telecommunications for the President, federal, state and local governments, and qualifying industry organizations
- Wireless Priority Service (WPS), is a nationwide wireless telephone service that interoperates with GETS and provides priority NS/EP telecommunications via selected commercial wireless carriers.
- Special Routing Arrangement Service (SRAS), is a GETS service for special users.
- Next Generation Network (NGN) technology is designed to keep GETS, WPS, and, SRAS features current with the evolving commercial public networks.

The NS/EP PTS program, especially GETS & WPS, directly supports strategic objectives of DHS to bolster support for federal, state and local emergency preparedness; as well as establish and nurture private sector partnerships

GETS and WPS provide essential emergency telecommunications to key decision makers to mitigate damage to the various infrastructures including cascading effects. For response, GETS and WPS support senior leadership's role of leading, managing, and coordinating national response to acts of terrorism or natural disasters by providing assured telecommunications. For recovery, GETS, SRAS, and WPS support nationwide recovery plans and capabilities, and by again providing scalable and robust all-hazard recovery assistance.

In accordance with Executive Order 12472, the NS/EP PTS [a National Communications System (NCS) program] is governed by a series of Issuances, Directives, and Manuals in an effort to coordinate priority communications for national security and emergency preparedness. Under this authority, the NCS collects information from individuals in the NS/EP community that allows the NCS to provide NS/EP priority communications to those individuals

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**① Master File / Data:**

Only user provided information (i.e , name, work phone number, and

**Disposition:**

TEMPORARY. Cut off when no longer active. Destroy or

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

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**National Protection and Programs Directorate**

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sponsoring agency) that will allow the NCS to authorize and manage use of the PTS is contained in the system.

delete upon cutoff.

Data in the system is retained only as long as the individual has a GETS PIN card or has an active WPS cell phone. The Government System Engineering Technical Assistance (SETA) Contractor validates the data each year. The initial trigger to validate their accounts is one year from they date the organization POC signed up. Every organization that has been signed up for at least a year is notified of their requirement to validate the contact data for each of their users. The information in the data base is updated or deleted based on the validation process.

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Headquarter Offices  
National Protection and Programs Directorate  
Office of the Manager of the National Communications System**

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**1. Inputs**

When a candidate GETS and/or WPS user desires to be an authorized NS/EP PTS user, the user must submit his contact information to his GETS/WPS point of contact (POC). The POC will submit the information to request service through the GETS.NCS.GOV or WPS.NCS.GOV web site.

- a. 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.

**Disposition: 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.

- b. Electronic records used as input / source records.

**Disposition: TEMPORARY.** Delete when data have been entered into the master file or database and verified, or when no longer needed to support reconstruction of, or serve as back up to, the master file or database, whichever is later.

**2. Master File / Data**

Only user provided information (i.e., name, work phone number, and sponsoring agency) that will allow the NCS to authorize and manage use of the PTS is contained in the system.

Data in the system is retained only as long as the individual has a GETS PIN card or has an active WPS cell phone. The Government System Engineering Technical Assistance (SETA) Contractor validates the data each year. The information in the data base is updated or deleted based on the validation process.

**Disposition: TEMPORARY.** Cut off when individual is no longer active. Destroy or delete upon cutoff.

**3. Outputs**

Ad hoc Reports responding to specific questions or queries.

**Disposition: TEMPORARY.** Destroy or delete when no longer needed for business purposes.