

ED Records Schedule

SCHEDULE LOCATOR NO.: 228

REVISION DATE: 11/6/2014

TITLE: Computer Security Incident Handling, Reporting and Follow-up Records

PRINCIPAL OFFICE: Department-wide

NARA DISPOSITION AUTHORITY: GRS – See disposition instructions

DESCRIPTION:

Records related to the handling of computer security incidents, reporting and follow-up activities, including reports and documentation of Web site defacement; security hacks, break-ins and failures; improper usage by staff; and virus threats.

As these records may be maintained in different media formats, this schedule is written to authorize the disposition of the records in any media (media neutral). Records that are designated for permanent retention and are created and maintained electronically will be transferred to NARA in an approved electronic format.

DISPOSITION INSTRUCTIONS:

Record copy - Superseded by GRS 3.2, item 020 (DAA-GRS-2013-0006-0002)

TEMPORARY

Destroy 3 year(s) after all necessary follow-up actions have been completed, but longer retention is authorized if required for business use.

IMPLEMENTATION GUIDANCE: Records will most typically be found in Office of Management (OM) and Office of Chief Information Officer (OCIO)

ARRANGEMENT/ANNUAL ACCUMULATION:

PREVIOUS NARA DISPOSITION AUTHORITY:

SPECIFIC LEGAL REQUIREMENTS:

SPECIFIC RESTRICTIONS:

LINE OF BUSINESS: Administration/Departmental