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RECORDS ADMINISTRATION
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Date: September 18, 2018
Appraiser: Ashby Crowder, ACRA
Agency: Immigration and Customs Enforcement
Subject: DAA-0567-2015-0017

INTRODUCTION

Schedule Overview

Strategy and Communications

Background Information

This schedule applies to records related to strategy and communications across multiple components of ICE. Unless indicated otherwise at the item level, records are maintained by the various program offices.

Since this schedule was proposed for public comment on April 18, 2017, some items were removed as duplicate requests for which disposition authority already existed in either a General Records Schedule or a Department of Homeland Security Department-wide schedule.

Overall Recommendation

I recommend approval of the attached schedule.

APPRAISAL

Item 0001: Outside Agency Methods and Tools Files

Proposed Disposition: Temporary

Appropriateness of Proposed Disposition: Appropriate

Appraisal Justification:

* Has little or no research value. The records contain insignificant value to warrant permanent retention by the National Archives once the business needs of the agency have been satisfied.

Adequacy of Proposed Retention Period: Adequate from the standpoint of legal rights and accountability.

Media Neutrality: Approved

Item 0002: Inter-agency Circulation Materials

Includes policies and directives circulated for internal comment.

Proposed Disposition: Temporary

Appropriateness of Proposed Disposition: Appropriate

Appraisal Justification:

* Has little or no research value. The records contain insignificant value to warrant permanent retention by the National Archives once the business needs of the agency have been satisfied.

* Captured elsewhere in permanent records. Significant Policy Files, including relevant background material, are proposed for permanent retention in Department of Homeland Security, Significant Policy Files, DAA-0563-2015-0005-0006 (proposed).

Adequacy of Proposed Retention Period: Adequate from the standpoint of legal rights and accountability.

Media Neutrality: Approved

Item 0003: Rules and Regulations Files

This item consists of the agency's final rule dockets. ICE rules consist, for example, of the STEM OPT rule allowing certain foreign students who receive science, technology, engineering, and mathematics (STEM) degrees, and who meet other specified requirements, to apply for a 24-month extension of their post-completion optional practical training (OPT) period. The agency produces approximately 5 final rules per year. Annual accumulation is approximately 10 gigabytes of data.

Proposed Disposition: Permanent

Appropriateness of Proposed Disposition: Appropriate

Appraisal Justification:

* High potential research value.

* Documents significant actions of Federal officials. The rulemaking activities of ICE have a significant and direct effect on individuals and communities in the United States.

Adequacy of Proposed Transfer Instructions: Appropriate.

Media Neutrality: Approved

Item 0004: Review and Advice Records

Proposed Disposition: Temporary

Appropriateness of Proposed Disposition: Appropriate

Appraisal Justification:

* Has little or no research value. The records contain insignificant value to warrant permanent retention by the National Archives once the business needs of the agency have been satisfied.

* Captured elsewhere in permanent records. Significant Policy Files, including relevant background material, are proposed for permanent retention in Department of Homeland Security, Significant Policy Files, DAA-0563-2015-0005-0006 (proposed).

Adequacy of Proposed Retention Period: Adequate from the standpoint of legal rights and accountability.

Media Neutrality: Approved

Item 0005: Talking Points

These records are maintained by the Office of Public Affairs (OPA). Any media inquiries received by ICE program offices are forwarded to OPA.

Proposed Disposition: Temporary

Appropriateness of Proposed Disposition: Appropriate

Appraisal Justification:

* Has little or no research value. The records contain insignificant value to warrant permanent retention by the National Archives once the business needs of the agency have been satisfied.

* Captured elsewhere in permanent records. Significant public affairs related documentation is captured in multiple permanent authorities, including Department of Homeland Security, Press Releases, DAA-0563-2012-0002-0005; Speeches - Executive Level, DAA-0563-2012-0002-0010; Annual and Other Reports to Congress, DAA-0563-2013-0005-0001; Component Level Directives DAA-0563-2015-0005-0002 (proposed); and Significant Policy Files, DAA-0563-2015-0005-0005 (proposed).

Adequacy of Proposed Retention Period: Adequate from the standpoint of legal rights and accountability.

Media Neutrality: Approved

A handwritten signature in blue ink that reads "Ashby Crowder" with a stylized flourish at the end.

ASHBY CROWDER
Appraiser