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Request for Records Disposition Authority

Records Schedule Number DAA-0567-2015-0017

Schedule Status Appraiser Working Version

Agency or Establishment Immigration and Customs Enforcement

Record Group / Scheduling Group Records of the Bureau of Immigration and Customs Enforcement

Records Schedule applies to Agency-wide

Schedule Subject Strategy and Communications

Internal agency concurrences will
be provided No

Background Information

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
5	1	4	0

GAO Approval

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Outline of Records Schedule Items for DAA-0567-2015-0017

Sequence Number	
1	Outside Agency Methods and Tools Disposition Authority Number: DAA-0567-2015-0017-0001
2	Inter-agency Circulation Materials Disposition Authority Number: DAA-0567-2015-0017-0002
3	Rules and Regulations Files Disposition Authority Number: DAA-0567-2015-0017-0003
4	Review and Advice Records Disposition Authority Number: DAA-0567-2015-0017-0004
5	Talking Points Disposition Authority Number: DAA-0567-2015-0017-0005

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Records Schedule Items

Sequence Number	
1	<p>Outside Agency Methods and Tools</p> <p>Disposition Authority Number DAA-0567-2015-0017-0001</p> <p>Records documenting other agencies' tools and methodology for creating agency policy based on best practices.</p> <p>Final Disposition Temporary</p> <p>Item Status Pending</p> <p>Is this item media neutral? Yes</p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No</p> <p>Disposition Instruction</p> <p>Cutoff Instruction Cut off at end of calendar year.</p> <p>Retention Period Destroy 3 year(s) after cutoff. or when no longer needed for business occurs, whichever is later</p> <p>Additional Information</p> <p>GAO Approval Not Required</p>
2	<p>Inter-agency Circulation Materials</p> <p>Disposition Authority Number DAA-0567-2015-0017-0002</p> <p>DHS materials disseminated throughout ICE for comment. Includes initial request for comment, correspondence to program units, and program unit comments.</p> <p>Final Disposition Temporary</p> <p>Item Status Pending</p> <p>Is this item media neutral? Yes</p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No</p> <p>Disposition Instruction</p> <p>Cutoff Instruction Cut off upon completion of review.</p> <p>Retention Period Destroy 3 year(s) after cutoff.</p>

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3	Additional Information	
	GAO Approval	Not Required
	Rules and Regulations Files	
	Disposition Authority Number	DAA-0567-2015-0017-0003
	Rules and regulations are initiated by ICE and printed in the Federal Register for comment. Final rules and regulations are again printed in the Federal Register and regulations ultimately included in the Code of Federal Regulations (CFR). The record of this process includes correspondence; minutes of meetings; transcripts of public hearings; copies of rules and regulations; privacy threshold analysis; analyses of the impact of the rule on the economy, and other related substantive materials. These records are created after publication of a proposed rule in the Federal Register.	
	Final Disposition	Permanent
	Item Status	Pending
	Is this item media neutral?	Yes
	Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	No
	Disposition Instruction	
Cutoff Instruction	Cut off when rule or regulation becomes final.	
Transfer to the National Archives for Accessioning	Transfer to the National Archives 30 year(s) after cutoff.	
Additional Information		
First year of records accumulation	2004	
What will be the date span of the initial transfer of records to the National Archives?	From 2004 To 2005	
How frequently will your agency transfer these records to the National Archives?	Every 1 Years	
4	Review and Advice Records	
	Disposition Authority Number	DAA-0567-2015-0017-0004
	Policy, plans, directives, and inquiries received by Program Offices for review and comment by other offices within ICE, DHS, or Congress.	

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	Final Disposition	Temporary
	Item Status	Pending
	Is this item media neutral?	Yes
	Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	No
	Disposition Instruction	
	Cutoff Instruction	Cut off at end of calendar year.
	Retention Period	Destroy 8 year(s) after cutoff.
	Additional Information	
	GAO Approval	Not Required
5	Talking Points	
	Disposition Authority Number	DAA-0567-2015-0017-0005
	Talking points developed for ICE staff who may be talking to, or interviewed, by the media.	
	Final Disposition	Temporary
	Item Status	Pending
	Is this item media neutral?	Yes
	Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	No
	Disposition Instruction	
	Cutoff Instruction	Cut off at end of the calendar year.
	Retention Period	Destroy 3 year(s) after cutoff.
	Additional Information	
	GAO Approval	Not Required

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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 in this schedule are not now needed for the business of the agency or will not be needed after the retention periods specified.

Signatory Information

Date	Action	By	Title	Organization
10/26/2015	Certify	Dawn Boswell	Records Officer	OAS - Privacy and Records
11/25/2016	Return for Revision	Ashby Crowder	Archives Specialist	National Archives and Records Administration - ACRA
03/15/2017	Submit For Certification	Sara Cheeseman	Records Contractor	Office of the Assistant Secretary - Office of Information Governance and Privacy
03/22/2017	Certify	Rachel Frier	ICE Records Officer	M and A - Records Division
08/11/2017	Return for Revision	Ashby Crowder	Archives Specialist	National Archives and Records Administration - ACRA
08/16/2017	Submit For Certification	Vanessa Ortiz	Records Management Specialist	Department of Homeland Security - Immigration and Customs Enforcement
08/16/2017	Certify	Vanessa Ortiz	Records Management Specialist	Department of Homeland Security - Immigration and Customs Enforcement
08/20/2018	Return for Revision	Ashby Crowder	Archives Specialist	National Archives and Records Administration - ACRA
08/20/2018	Submit For Certification	Vanessa Ortiz	Records Management Specialist	Department of Homeland Security - Immigration and Customs Enforcement
08/20/2018	Certify	Vanessa Ortiz	Records Management Specialist	Department of Homeland Security - Immigration and Customs Enforcement

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NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
Request for Records Disposition Authority

Records Schedule: **DAA-0567-2015-0017**

08/27/2018	Return for Revision	Ashby Crowder	Archives Specialist	National Archives and Records Administration - ACRA
08/28/2018	Submit For Certification	Vanessa Ortiz	Records Management Specialist	Department of Homeland Security - Immigration and Customs Enforcement
08/28/2018	Certify	Vanessa Ortiz	Records Management Specialist	Department of Homeland Security - Immigration and Customs Enforcement

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Executive Summary

Summary

Permanent Item Numbers 0003

Federal Register Notice

Publication Date

Copies Requested 0

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