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## Request for Records Disposition Authority

Records Schedule Number      **DAA-0567-2016-0006**

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                 **International Relations**

Internal agency concurrences will  
be provided                         **No**

### Background Information

### Item Count

| Number of Total Disposition<br>Items | Number of Permanent<br>Disposition Items | Number of Temporary<br>Disposition Items | Number of Withdrawn<br>Disposition Items |
|--------------------------------------|--|--|--|
| <b>2</b>                             | <b>0</b>                                 | <b>2</b>                                 | <b>0</b>                                 |

### GAO Approval

## Outline of Records Schedule Items for DAA-0567-2016-0006

| Sequence Number |   |
|-----------------|---|
| 1               | International Agreement Collaboration Files   |
| 1.1             | Unapproved International Agreement Collaboration Files<br>Disposition Authority Number: DAA-0567-2016-0006-0001 |
| 2               | Country Clearance Requests<br>Disposition Authority Number: DAA-0567-2016-0006-0002                             |

## Records Schedule Items

| Sequence Number |  |
|-----------------|--|
| 1               | <p><b>International Agreement Collaboration Files</b><br/>Formal documentation which includes but is not limited to signed agreements, agreement development records, and negotiation documentation regarding collaboration with U.S. government agencies to negotiate Customs Mutual Assistance Agreements and other international agreements with foreign entities and countries.</p>  |
| 1.1             | <p><b>Unapproved International Agreement Collaboration Files</b><br/>Disposition Authority Number      <b>DAA-0567-2016-0006-0001</b></p> <p>Unapproved International Collaboration Agreements records provide documentation for political reasons an agreement may be canceled. When the political environment changes old unapproved agreements may be recovered so that they can be reused.</p> <p>Final Disposition                      <b>Temporary</b></p> <p>Item Status                                <b>Pending</b></p> <p>Is this item media neutral?            <b>Yes</b></p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?        <b>No</b></p> <p><b>Disposition Instruction</b></p> <p>Cutoff Instruction                        <b>Cut off after agreement is declined or abandoned or when no longer needed, whichever is later.</b></p> <p>Retention Period                         <b>Destroy 10 year(s) after cutoff.</b></p> <p><b>Additional Information</b></p> <p>GAO Approval                              <b>Not Required</b></p> |
| 2               | <p><b>Country Clearance Requests</b><br/>Disposition Authority Number      <b>DAA-0567-2016-0006-0002</b></p> <p>Official requests and associated information required when an agent is planning a visit a foreign country. Information recorded includes but is not limited to name of traveler, foreign country being visited, contact information while in foreign country, hotel information, carrier information, and embassy information.</p> <p>Final Disposition                        <b>Temporary</b></p> <p>Item Status                                 <b>Pending</b></p>   |

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 the end of the calendar year.**

Retention Period

**Destroy 3 year(s) after cutoff**

**Additional Information**

GAO Approval

**Not Required**

## 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   |
|------------|--------------------------|---------------|-------------------------------|--|
| 08/05/2016 | Certify                  | Dawn Boswell  | Records Officer               | OAS - Privacy and Records  |
| 08/19/2016 | Return for Revision      | Ashby Crowder | Archives Specialist           | National Archives and Records Administration - ACRA                        |
| 08/30/2016 | Submit For Certification | Nathan Miller | Archivist                     | National Archives and Records Administration - Records Management Services |
| 08/30/2016 | Certify                  | Dawn Boswell  | Records Officer               | OAS - Privacy and Records  |
| 08/30/2016 | Return for Revision      | Ashby Crowder | Archives Specialist           | National Archives and Records Administration - ACRA                        |
| 08/30/2016 | Submit For Certification | Nathan Miller | Archivist                     | National Archives and Records Administration - Records Management Services |
| 09/06/2016 | Certify                  | Dawn Boswell  | Records Officer               | OAS - Privacy and Records  |
| 03/15/2017 | Return for Revision      | Ashby Crowder | Archives Specialist           | National Archives and Records Administration - ACRA                        |
| 06/06/2017 | Submit For Certification | Vanessa Ortiz | Records Management Specialist | Department of Homeland Security - Immigration and Customs Enforcement      |
| 06/06/2017 | Certify                  | Vanessa Ortiz | Records Management Specialist | Department of Homeland Security - Immigration and Customs Enforcement      |

## Executive Summary

Summary

Permanent Item Numbers

Federal Register Notice

Publication Date

Copies Requested 0

Comments Received 0