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Request for Records Disposition Authority

Records Schedule Number DAA-0567-2015-0008
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 Protective Equipment Records
Internal agency concurrences will be provided No

Background Information *Note: This schedule applies only to protective equipment records that have been created or used by ICE as a component agency of the Department of Homeland Security (DHS) since its formation in 2002. It should not be construed as to apply to protective equipment records that preceded the creation of ICE that were already covered by Immigration and Naturalization Service (INS) records schedules. Those records will continue to be covered by the legacy INS schedules.

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
8	0	8	0

GAO Approval

Outline of Records Schedule Items for DAA-0567-2015-0008

Sequence Number	
1	Use of Force Incident Case Files Disposition Authority Number: DAA-0567-2015-0008-0001
2	Medical Exceptions and Waivers Disposition Authority Number: DAA-0567-2015-0008-0002
3	Extension of Instructor Certification Records Disposition Authority Number: DAA-0567-2015-0008-0003
4	Special Response Team Incident Case Files Disposition Authority Number: DAA-0567-2015-0008-0004
5	Lost or Stolen Firearms and Body Armor Records Disposition Authority Number: DAA-0567-2015-0008-0005
6	Personally Owned Weapons (POW) Records Disposition Authority Number: DAA-0567-2015-0008-0006
7	Body Armor Requests Disposition Authority Number: DAA-0567-2015-0008-0007
8	Annual incident Reports Disposition Authority Number: DAA-0567-2015-0008-0008

Records Schedule Items

Sequence Number	
1	<p data-bbox="342 380 808 411">Use of Force Incident Case Files</p> <p data-bbox="342 432 1149 464">Disposition Authority Number DAA-0567-2015-0008-0001</p> <p data-bbox="342 485 1495 674">Case files documenting incidents where force was used by ICE armed officers. Incidents are identified by category (shooting, intermediate, and unintentional discharges). Each case file contains a final report, reported details of the incident, and if required, testimony of those involved, training certification documents, and any other relevant materials regarding the incident.</p> <p data-bbox="342 695 917 726">Final Disposition Temporary</p> <p data-bbox="342 747 878 779">Item Status Pending</p> <p data-bbox="342 800 818 831">Is this item media neutral? Yes</p> <p data-bbox="342 852 803 978">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 data-bbox="342 1020 659 1052">Disposition Instruction</p> <p data-bbox="342 1073 1159 1104">Cutoff Instruction Cut off when case is closed.</p> <p data-bbox="342 1125 1192 1157">Retention Period Destroy 45 year(s) after cutoff.</p> <p data-bbox="342 1199 656 1230">Additional Information</p> <p data-bbox="342 1251 951 1283">GAO Approval Not Required</p>
2	<p data-bbox="342 1314 808 1346">Medical Exceptions and Waivers</p> <p data-bbox="342 1367 1154 1398">Disposition Authority Number DAA-0567-2015-0008-0002</p> <p data-bbox="342 1419 1516 1535">Medical exceptions and waivers maintained as showing exceptions to why demonstration of firearms proficiency requirements were waived temporarily due to a short term medical condition.</p> <p data-bbox="342 1556 917 1587">Final Disposition Temporary</p> <p data-bbox="342 1608 878 1640">Item Status Pending</p> <p data-bbox="342 1661 818 1692">Is this item media neutral? Yes</p> <p data-bbox="342 1713 803 1839">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 data-bbox="342 1881 659 1913">Disposition Instruction</p>

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Cutoff Instruction Cut off at end of calendar year.
Retention Period Destroy 10 year(s) after cutoff.

Additional Information

GAO Approval Not Required

Extension of Instructor Certification Records

Disposition Authority Number DAA-0567-2015-0008-0003

Training certificates and other documents maintained to provide evidence that ICE employees are currently certified as firearms and/or use-of-force related instructors.

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 5 year(s) after cutoff.

Additional Information

GAO Approval Not Required

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Special Response Team Incident Case Files

Disposition Authority Number DAA-0567-2015-0008-0004

Case files containing operations plans and after action reports documenting incidents involving special response teams. Included in the case files are names of team members at the time of the incident, reports of the incident, and any additional corresponding forms or files relating to the incident.

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

5	Cutoff Instruction	Cut off when case is closed.
	Retention Period	Destroy 10 year(s) after cutoff.
	Additional Information	
	GAO Approval	Not Required
	Lost or Stolen Firearms and Body Armor Records	
	Disposition Authority Number	DAA-0567-2015-0008-0005
	Documentation of all instances where firearms or body armor has been lost or stolen. Records include statement from employee reporting loss or theft, personal information of the employee, firearm serial number, testimony, local police reports, and all other materials gathered during the investigation of the incident.	
	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	
6	Disposition Instruction	
	Cutoff Instruction	Cut off at end of calendar year.
	Retention Period	Destroy 15 year(s) after cutoff.
	Additional Information	
	GAO Approval	Not Required
	Personally Owned Weapons (POW) Records	
	Disposition Authority Number	DAA-0567-2015-0008-0006
	Records documenting the authorization for an ICE armed officer to carry an approved personally owned handgun for duty and use. Records include inspection forms, proficiency scores, training records, serial number and type of weapon, and approval by supervisor.	
	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	

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Disposition Instruction

Cutoff Instruction Cut off when employee leave the agency.

Retention Period Destroy 5 year(s) after cutoff.

Additional Information

GAO Approval Not Required

Body Armor Requests

Disposition Authority Number DAA-0567-2015-0008-0007

Requests submitted from local coordinators for body armor to be used by ICE agents. Data collected includes employee name, social security number, duty station, and fitting measurements of the agents making the request.

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 calendar year.

Retention Period Destroy 7 year(s) after cutoff.

Additional Information

GAO Approval Not Required

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Annual incident Reports

Disposition Authority Number DAA-0567-2015-0008-0008

Report compiling all incidents which occurred the previous year. A detailed narrative of each incident is included in the report. Report is sent to senior management.

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 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
10/20/2015	Certify	Dawn Boswell	Records Officer	OAS - Privacy and Records

Executive Summary

Summary

Permanent Item Numbers

Federal Register Notice

Publication Date

Copies Requested 0

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