

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b>		JOB NUMBER <del>N1-567-04-2</del> <sup>N1-567-04-2</sup> <del>71-567-04-2</del> <sup>N1-567-04-2</sup>	
To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received 8-9-2004	
1 FROM (Agency or establishment) Department of Homeland Security		NOTIFICATION TO AGENCY  In accordance with the provisions of 44 U.S.C. 3303a, the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
2 MAJOR SUBDIVISION Bureau of Immigration and Customs Enforcement			
3 MINOR SUBDIVISION Federal Air Marshal Service			
4 NAME OF PERSON WITH WHOM TO CONFER Terry Bibbs	5 TELEPHONE NUMBER (703) 487-3157	DATE 1-6-05	ARCHIVIST OF THE UNITED STATES <i>John W. Paul</i>
6 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 on the attached <u>5</u> page(s) are not needed now for the business for this agency or will not be needed after the retention periods specified, and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies,  <input checked="" type="checkbox"/> is not required <input type="checkbox"/> is attached, or <input type="checkbox"/> has been requested			
DATE 8-2-04	SIGNATURE OF AGENCY REPRESENTATIVE /s/ Terry Bibbs <i>Terry Bibbs</i>		TITLE Team Leader, Records Management Specialist
7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
1	<u>Organizational Files</u>  Organizational charts, Functional Statements, and Reorganization documents Graphic illustrations which provide a detailed description of the arrangement and administrative structure of FAMS Reorganization studies are conducted to design an efficient organization framework most suited to carrying out FAMS' programs and include materials such as final recommendations, proposals, and staff evaluations These files may also contain administrative maps that show regional boundaries and the location of FAMS facilities  a Records maintained in originating office  <b>DISPOSITION: PERMANENT. Cut off annually.</b> Transfer to the National Archives when 20 years old  b Records maintained by other offices  <b>DISPOSITION: TEMPORARY.</b> Destroy when superseded, obsolete or no longer needed for reference		
2	<u>Directives, Procedural Issuances, and Operating/Program Manuals</u>  <i>cc Agency, NR, NWMD, NWCS, NWCT</i>		

Directives reflecting the preparation, review, clearance, and publication of internal FAMS program and administrative directives. Included are comments on the directive, memorandums reconciling or explaining comments, the original and a copy of the printed directive, and all records which document important aspects of the development of the directive

a Records maintained in originating office

Arrangement Alphabetical by subject

**DISPOSITION: PERMANENT.** Cutoff when superseded or canceled, Transfer to the National Archives when 20 years old

b Records maintained by other offices

**DISPOSITION: TEMPORARY.** Destroy when superseded, obsolete, or no longer needed for reference

3

Audiovisual Materials

a Still Photography

Photographs which depict significant events, personalities, and other subjects relating to the mission and activities of FAMS

- Black-and-white and color negative photography the original negative, a captioned print, and, for color negative photography, a duplicate negative if one exists
- Color transparency and slide photography the original and a duplicate, and
- Slide sets or filmstrips and accompanying audio recordings or scripts 2 copies

**DISPOSITION: PERMANENT.** Cutoff annually Transfer to the National Archives when 10 years old

b Video Recordings

- 1) FAMS-sponsored video productions intended for public distribution
- 2) FAMS-sponsored training programs that explain agency functions or activities
- 3) Recordings of public meetings or speeches, FAMS-sponsored conferences, guest speakers, and testimony of agency officials before the Congress and at other hearings

- Original or earliest generation of recording, and a dubbing if one exists

**DISPOSITION: PERMANENT.** Transfer to the National Archives when 5 years old

c Posters

Posters used to alert or inform the public and those documenting the mission of the agency

**DISPOSITION: PERMANENT.** Add NARA to the FAMS distribution list for agency publications, and transfer **two** copies of each poster to NARA upon printing

4

Issue Papers/Action Memorandums

Statistical and narrative reports and summaries to inform FAMS senior management of major issues and/or recommendations addressing these issues

Arrangement Chronological

**DISPOSITION: PERMANENT.** Cut off annually Transfer to the National Archives when 20 years old

5

Legal Opinions and Comments

Opinions and comments prepared by the Office of General Counsel on interpretations of existing laws and regulations, or the effects of proposed laws and regulations governing FAMS

**DISPOSITION: PERMANENT.** Cut off at the end of the fiscal year that the opinion is completed Transfer to the National Archives 25 years after cutoff period

6

Speeches, Public Statements, and News Releases

Remarks made by high-level FAMS officials at formal ceremonies or during interviews concerning FAMS programs and activities Includes speeches to officials from other Federal agencies, or state and local governments, and private groups Interviews include the media (i.e., television, radio, or printed news communications)

Arrangement Chronological

**DISPOSITION: PERMANENT.** Cut off at the end of the fiscal year Transfer to the National Archives 25 years after cut off

7

Emergency Planning Files

Plans and directives pertaining to the continued operation of the FAMS (i.e. Continuity of Operations Plan) in wartime or national disaster

a Record set maintained in originating office

Arrangement Chronological

	<p><b>DISPOSITION: PERMANENT.</b> Cut off when superseded or canceled Keep inactive materials in office 1 year after complying with criteria of Federal Emergency Management Agency (FEMA) for any material having a security classification Transfer to the National Archives 15 years after cut off</p> <p>b Copies maintained in other offices</p> <p><b>DISPOSITION: TEMPORARY.</b> Destroy when superseded, obsolete, or no longer needed</p>		
8	<p><u>Strategic Planning and Government Performance and Results Act (GPRA) Files</u></p> <p>Plans, reports, correspondence, comments, notes, specifications for measuring performance objectives, and other records relating preparing and issuing FAMS' Strategic Plans, Annual Performance Plans, and Annual Performance Reports in compliance with GPRA Includes record copy of the Strategic Plan, Annual Performance Plan, and Annual Performance Report</p> <p>a Record copies maintained in originating office</p> <p><b>DISPOSITION: PERMANENT.</b> Cut off after last annual performance report pursuant to applicable version of the FAMS Strategic Plan Transfer to the National Archives when 10 years old</p> <p>Arrangement Chronological</p> <p>Volume Annual Accumulation 10 cu Ft</p> <p>b Copies maintained in other offices</p> <p><b>DISPOSITION: TEMPORARY.</b> Destroy when superseded, obsolete, or no longer needed for reference</p>		
9	<p><u>Budget Formulation Files</u></p> <p>Working papers, cost statements, budget estimates and justifications, rough data and similar materials accumulated in the preparation and submission of the FAMS annual budget submission</p> <p><b>DISPOSITION: TEMPORARY.</b> Cut off annually at the end of the fiscal year Destroy 15 years after cut off or when no longer needed for reference</p>		
10	<p><u>Agency History Files</u></p> <p>Records documenting the history of FAMS Includes historical studies, reports, significant source materials, such as transcripts and tapes of interviews special collections of policy documents of exceptional importance, and similar records, EXCLUDING copies of agency documents made for convenience of reference</p>		

11	<p><b>DISPOSITION: PERMANENT.</b> Cut off annually Transfer to the National Archives when 20 years old</p> <p><u>Agency Publications</u></p> <p>Record set of printed or duplicated informational material that is distributed within the agency, to other agencies, and the general public Includes FAMS publications such as the Annual Report, booklets, pamphlets, handbooks, public information leaflets and guides, newspapers, or other publications prepared by FAMS, agency contractors, or grantees</p>		
12	<p><b>DISPOSITION: PERMANENT.</b> Transfer to the National Archives when 5 years old</p> <p><u>Director and Deputy Director's Program and Policy Records</u></p> <p>Correspondence, memoranda, reports, and other records accumulated by the Director and Deputy Director which pertain to the administration and operation of FAMS programs They document policy-making decisions or significant program management functions</p>		
13	<p><b>DISPOSITION: PERMANENT.</b> Cut off annually Transfer to the National Archives when 20 years old</p> <p><u>Electronic Mail and Word Processing Copies</u></p> <p>Consist of electronic copies of records created using electronic mail or word processing applications that are maintained for updating, revisions, or dissemination</p> <ul style="list-style-type: none"> <li>a Copies that have no further administrative value after the recordkeeping copy has been produced Includes copies maintained by individuals in personal files, personal electronic mail directories, or to their directories on hard disk or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy</li> </ul> <p><b>DISPOSITION: TEMPORARY.</b> Destroy/Delete when the recordkeeping copy has been produced</p> <ul style="list-style-type: none"> <li>b Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy</li> </ul> <p><b>DISPOSITION: TEMPORARY.</b> Destroy/Delete when dissemination, revision, or updating is completed</p>		