

Request for Records Disposition Authority

Records Schedule Number **DAA-0563-2013-0003**
Schedule Status **Approved**

Agency or Establishment **Department of Homeland Security**
Record Group / Scheduling Group **General Records of the Department of Homeland Security**
Records Schedule applies to **Department-wide**
Schedule Subject **Social Media and Information Sharing Websites**
Internal agency concurrences will be provided **No**

Background Information

This schedule includes but is not limited to blogs, social network and video sharing websites. It applies but is not limited to records related to public affairs, program or project development, project management, emergency notification, collaborative information sharing, and administrative activities within the agencies of the U.S. Government. Records are posted on Federal Agency servers or third-party platforms.

These schedule items apply to the content maintained by the Office of Public Affairs on dhs.gov and/or commercial web-based collaboration and information sharing applications sites not hosted on DHS* servers. Mission-specific content is managed in accordance with the disposition instructions of the appropriate Program Schedules. This schedule does not apply to the use of Social Media records created or maintained in accordance with any law enforcement activities.

*DHS refers to both Department Headquarters and Component levels.

Social Media Website Definitions:

Blogs (e.g. Twitter, Google Blogger, Wordpress) is designed to allow authorized persons to post web logs of agency-related text, images, and links on a particular subject. Blogs are commonly maintained in reverse-chronological order.

Social Networks, (e.g. FaceBook, LinkedIn) is designed to allow authorized users to post agency-related materials, videos, comments, announcements, notifications, and links.

Video Sharing (e.g. YouTube) enables persons to upload and share online videos. Video sharing stores the video in order for others to have accessibility and have capability to comment on videos from nearly anywhere.

• For use in this schedule, 'Social Media Websites' refers to all software applications fitting the above use and description, whether

maintained and controlled by a federal agency or by a third-party provider.

- For use in this schedule, '(the) Department' refers to the Department of Homeland Security (DHS), or any person or group authorized by DHS to make official statements on its behalf.

- For use in this schedule, 'Content' refers to all submissions of files, documents, videos, pictures, official statements, hyperlinks provided, and text submissions delivered and posted to Social Media websites.

- For use in this schedule, "communications" means all conversation between (2) or more persons through an application interface.

For use in this schedule, all records are copies or reproduction of information published on another Department's public interface; content is not original to the referenced Social Media Website unless indicated in the description.

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
8	1	7	0

GAO Approval

Outline of Records Schedule Items for DAA-0563-2013-0003

Sequence Number	
1	General Status Updates and Tips Disposition Authority Number: DAA-0563-2013-0003-0001
2	Executive Level Speeches or Testimony Disposition Authority Number: DAA-0563-2013-0003-0002
3	Executive Level Accomplishments Disposition Authority Number: DAA-0563-2013-0003-0003
4	Campaigns, Public Services Announcements, Community Challenges, and Contests
4.1	Original content posted by an authorized Department representative Disposition Authority Number: DAA-0563-2013-0003-0004
4.2	Copies of content posted by authorized Department representative Disposition Authority Number: DAA-0563-2013-0003-0005
5	Comments Disposition Authority Number: DAA-0563-2013-0003-0006
6	Messages Disposition Authority Number: DAA-0563-2013-0003-0007
7	Public Profile Information Disposition Authority Number: DAA-0563-2013-0003-0008

Records Schedule Items

Sequence Number	
1	<p>General Status Updates and Tips</p> <p>Disposition Authority Number DAA-0563-2013-0003-0001</p> <p>Content posted by authorized Department representative on a Social Media Website including but not limited to general status updates and tips to the public.</p> <p>Final Disposition Temporary</p> <p>Item Status Active</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? Yes</p> <p>Do any of the records covered by this item exist as structured electronic data? Yes</p> <p>Disposition Instruction</p> <p>Cutoff Instruction Cut off biweekly.</p> <p>Retention Period Destroy at the end of the calendar year five (5) years after cutoff.</p> <p>Additional Information</p> <p>GAO Approval Not Required</p>
2	<p>Executive Level Speeches or Testimony</p> <p>Disposition Authority Number DAA-0563-2013-0003-0002</p> <p>Copies of content posted by authorized Department representative displaying executive level speeches or testimony given during ceremonies, programs, public events, and Congressional hearing regarding the Department's mission related functions, background, or any other information pertaining to the Department.</p> <p>Final Disposition Temporary</p> <p>Item Status Active</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? Yes</p>

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Do any of the records covered by this item exist as structured electronic data?

Yes

Disposition Instruction

Cutoff Instruction

Cut off biweekly.

Retention Period

Destroy at the end of the calendar year five (5) years after cutoff.

Additional Information

GAO Approval

Not Required

Executive Level Accomplishments

Disposition Authority Number

DAA-0563-2013-0003-0003

Copies of content posted by authorized Department representative displaying executive level accomplishments precisely to demonstrate achievements done throughout present administration.

Final Disposition

Temporary

Item Status

Active

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?

Yes

Do any of the records covered by this item exist as structured electronic data?

Yes

Disposition Instruction

Cutoff Instruction

Cut off biweekly.

Retention Period

Destroy at the end of the calendar year five (5) years after cutoff.

Additional Information

GAO Approval

Not Required

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Campaigns, Public Services Announcements, Community Challenges, and Contests

4.1

Original content posted by an authorized Department representative

Disposition Authority Number

DAA-0563-2013-0003-0004

Original content posted by an authorized Department representative displaying information as it relates to the department carrying out public related campaigns,

public services announcements, community challenges, and contests performed in order to generate public awareness of the Department.

Final Disposition Permanent

Item Status Active

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? Yes

Do any of the records covered by this item exist as structured electronic data? Yes

Disposition Instruction

Cutoff Instruction Cut off at the end of the calendar year.

Transfer to the National Archives for Accessioning Transfer to the National Archives in 5 year blocks 10 year(s) after cutoff

Additional Information

What will be the date span of the initial transfer of records to the National Archives? Unknown (e.g. 2005-2009 block transferred in 2015)

How frequently will your agency transfer these records to the National Archives? Unknown (e.g. 2005-2009 block transferred in 2015)

4.2

Copies of content posted by authorized Department representative

Disposition Authority Number DAA-0563-2013-0003-0005

Copies of content posted by authorized Department representative displaying information as it relates to the department carrying out public related campaigns, public service announcements, community challenges, and contests performed in order to generate public awareness of the Department.

Final Disposition Temporary

Item Status Active

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? Yes

5	Do any of the records covered by this item exist as structured electronic data?	Yes
	Disposition Instruction	
	Cutoff Instruction	Cut off biweekly.
	Retention Period	Destroy at the end of the calendar year five (5) years after cutoff.
	Additional Information	
	GAO Approval	Not Required
	Comments	
	Disposition Authority Number	DAA-0563-2013-0003-0006
	Comments posted by authorized Department representative in coordination to content on the Social Media website. (Note: Context of comment exists on another Department public interface and is copied to Social Media website.)	
	Final Disposition	Temporary
Item Status	Active	
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?	Yes	
Do any of the records covered by this item exist as structured electronic data?	Yes	
Disposition Instruction		
Cutoff Instruction	Cut off biweekly.	
Retention Period	Destroy at the end of the calendar year five (5) years after cutoff.	
Additional Information		
GAO Approval	Not Required	
6	Messages	
	Disposition Authority Number	DAA-0563-2013-0003-0007
	Messages sent by authorized Department representative on Social Media Website. (Note: Context of message excites on another public interface and is copied to Social Media Website.)	
	Final Disposition	Temporary

Item Status	Active
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?	Yes
Do any of the records covered by this item exist as structured electronic data?	Yes
Disposition Instruction	
Cutoff Instruction	Cut off biweekly.
Retention Period	Destroy at the end of the calendar year five (5) years after cutoff.
Additional Information	
GAO Approval	Not Required
Public Profile Information	
Disposition Authority Number	DAA-0563-2013-0003-0008
Public Profile Information: Public and Private information used to establish an official authorized Department public profile based on the Social Media website's available data entry fields. For example, the profile information on a social media website which represents DHS that lists agency contacts, governmental affiliations, 'member since' date, and more. This information is visible both publicly (to profile visitors) and privately (to 'associates' or 'friends' of the DHS account).	
Final Disposition	Temporary
Item Status	Active
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?	Yes
Do any of the records covered by this item exist as structured electronic data?	Yes
Disposition Instruction	
Cutoff Instruction	Cut off at the end of the calendar year.
Retention Period	Destroy five (5) years after the information has been superseded, or is obsolete.

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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
02/25/2013	Certify	Tammy Hudson	Acting Records Officer	CIO - ESDO
02/04/2015	Submit for Concurrency	Erin Cayce	Appraiser	National Archives and Records Administration - Records Management Services
02/10/2015	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - Records Management Services
02/10/2015	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
02/11/2015	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist