

Request for Records Disposition Authority

Records Schedule Number DAA-0563-2013-0006

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 Memorandum of Agreement (MOA), Memorandum of Understanding (MOU), Interagency Agreements and Intra-Agency Agreements

Internal agency concurrences will be provided No

Background Information

These records consist of formal agreements between DHS and other federal organizations, divisions or units within an agency or department, tribal, state or local government organizations, international agencies, commercial business, not-for-profit business, and/or foreign governments.

The records consist of documents describing a bilateral or multilateral agreement between parties which delineate tasks, jurisdiction, standard operating procedures or other matters which the agencies or units are duly authorized and directed to conduct, and may have the binding power of a contract.

Herein called 'Agreements', records include signed, amended, or revised originals and copies of Interagency and Intra-agency Memorandum of Agreement (MOAs) and Memorandum of Understanding (MOUs), Service Level Agreements (SLAs) and associated Statements of Work (SOWs), Technology Transition Agreements (TTAs), Host/Tenant agreements, Letters of Understanding (LOUs) and Letters of Agreement (LOAs), monetary and non-monetary agreements, extensions thereto, applications for interoperability, evaluations of interoperability, continued conformance with requirements, and documents supporting fund obligations.

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
3	1	2	0

GAO Approval

Outline of Records Schedule Items for DAA-0563-2013-0006

Sequence Number	
1	Inter-Agency Agreements and Intra-Agency Agreements Disposition Authority Number: DAA-0563-2013-0006-0001
2	International Agreements
2.1	Agreements and understandings, amendments, all communication and activities related to the agreements and understandings Disposition Authority Number: DAA-0563-2013-0006-0002
2.2	All related background materials, routine correspondence and associated administrative materials. Disposition Authority Number: DAA-0563-2013-0006-0003

Records Schedule Items

Sequence Number	
1.	<p data-bbox="381 433 1546 465">Inter-Agency Agreements and Intra-Agency Agreements</p> <p data-bbox="381 482 1546 515">Disposition Authority Number DAA-0563-2013-0006-0001</p> <p data-bbox="381 536 1546 935">Agreements between federal agencies, Components, state and local governments, tribal and non-governmental organizations. The Agreements delineate tasks, jurisdiction, standard operating procedures or other matters which the parties are duly authorized and directed to conduct. Documents include, but are not limited to, official signed copies of the agreements / understanding, including formalized performance criteria for quality of service, definition of responsibilities, response times and volumes, charging, integrity guarantees, and non-disclosure agreements, reproduced copies thereof, amendments thereto, extensions thereto, applications for interoperability, evaluations of interoperability, continued conformance with requirements, and all related correspondence and other materials.</p> <p data-bbox="381 957 1546 993">Final Disposition Temporary</p> <p data-bbox="381 1015 1546 1052">Item Status Active</p> <p data-bbox="381 1073 1546 1110">Is this item media neutral? Yes</p> <p data-bbox="381 1131 1546 1241">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 data-bbox="381 1263 1546 1373">Do any of the records covered by this item exist as structured electronic data? Yes</p> <p data-bbox="381 1394 1546 1591">GRS or Superseded Authority Citation N1-560-03-007 / 8 NC1-026-76-002 / 203 NC1-026-76-002 / 204 NC1-026-82-008 / 76/A NC1-026-76-002 / 578 N1-563-08-031 / 5</p> <p data-bbox="381 1623 1546 1660">Disposition Instruction</p> <p data-bbox="381 1681 1546 1761">Cutoff Instruction Cut off at end of the calendar year after agreement is superseded or terminated.</p> <p data-bbox="381 1783 1546 1819">Retention Period Destroy 3 year(s) after cut off.</p> <p data-bbox="381 1841 1546 1877">Additional Information</p> <p data-bbox="381 1899 1546 1936">GAO Approval Not Required</p>

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International Agreements

Agreements with the international community and foreign countries, under which the Department provides or receives technologies, services, or data. Documents include the agreements and understandings, amendments, all communication and activities related to the agreements and understandings, and all related correspondence and other materials.

2.1

Agreements and understandings, amendments, all communication and activities related to the agreements and understandings

Disposition Authority Number DAA-0563-2013-0006-0002

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

GRS or Superseded Authority Citation N1-311-02-003 / 1
N1-311-02-003 / 2
N1-311-02-003 / 3
N1-560-04-007 / 5
N1-560-03-007 / 8
N1-560-04-007 / 7

Disposition Instruction

Cutoff Instruction Cut off at end of calendar year after agreement is superseded or terminated.

Transfer to the National Archives for Accessioning Transfer to the National Archives 15 year(s) after cut off.

Additional Information

What will be the date span of the initial transfer of records to the National Archives? From 1983 To 1999

How frequently will your agency transfer these records to the National Archives? Unknown
Will be dependent on cutoff.

	Estimated Current Volume	Annual Accumulation
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Electronic/Digital		
Paper	2 Cubic feet	
Microform		
Hardcopy or Analog Special Media		

2.2

All related background materials, routine correspondence and associated administrative materials.

Disposition Authority Number DAA-0563-2013-0006-0003

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

GRS or Superseded Authority Citation N1-560-04-007 / 6

Disposition Instruction

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

Retention Period Destroy 10 year(s) after cut off.

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
05/15/2013	Certify	Tammy Hudson	Acting Records Officer	CIO - ESDO
11/17/2014	Submit for Concurrence	Erin Cayce	Appraiser	National Archives and Records Administration - Records Management Services
11/20/2014	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - Records Management Services
12/01/2014	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
12/02/2014	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist