

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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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="386 433 1169 470">Inter-Agency Agreements and Intra-Agency Agreements</p> <p data-bbox="386 482 1179 519">Disposition Authority Number DAA-0563-2013-0006-0001</p> <p data-bbox="386 534 1547 944">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="386 959 954 996">Final Disposition Temporary</p> <p data-bbox="386 1011 888 1047">Item Status Active</p> <p data-bbox="386 1062 855 1099">Is this item media neutral? Yes</p> <p data-bbox="386 1114 855 1237">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="386 1252 855 1345">Do any of the records covered by this item exist as structured electronic data? Yes</p> <p data-bbox="386 1360 1125 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="386 1623 700 1660">Disposition Instruction</p> <p data-bbox="386 1675 1547 1754">Cutoff Instruction Cut off at end of the calendar year after agreement is superseded or terminated.</p> <p data-bbox="386 1770 1212 1806">Retention Period Destroy 3 year(s) after cut off.</p> <p data-bbox="386 1839 700 1875">Additional Information</p> <p data-bbox="386 1890 987 1927">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