

WITHDRAWN - RETURNED WITHOUT ACTION

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
Request for Records Disposition Authority

Records Schedule: DAA-0563-2013-0009

Request for Records Disposition Authority

Records Schedule Number DAA-0563-2013-0009
Schedule Status Returned Without Action

Agency or Establishment Department of Homeland Security
Record Group / Scheduling Group General Records of the Department of Homeland Security
Records Schedule applies to Major Subdivision
Major Subdivision Office of Intergovernmental Affairs (IGA)
Schedule Subject Office of Intergovernmental Affairs Records
Internal agency concurrences will be provided No

Background Information The Office of Intergovernmental Affairs (IGA) promotes an integrated national approach to homeland security by coordinating and advancing federal interaction with state, local, tribal, and territorial (SLTT) governments. IGA is responsible for opening the Homeland Security dialogue with executive-level partners at the SLTT levels, along with the national associations that represent them on behalf of the Department of Homeland Security (Department) and the Secretary of the Department of Homeland Security (Secretary).

IGA is focused on three major areas, each of which is served by a "Desk" dedicated to supporting its stakeholders. The State, Local, and Tribal Desks are charged with overseeing outreach and developing lasting partnerships with SLTT stakeholders on a variety of issues and policy agendas.

This schedule provides disposition authority for all records described regardless of format or medium.

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
0	0	0	4

GAO Approval

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Outline of Records Schedule Items for DAA-0563-2013-0009

Sequence Number	
1	Desk Files
1.1	Routine Desk Files Disposition Authority Number: DAA-0563-2013-0009-0001
1.2	Significant Desk Files Disposition Authority Number: DAA-0563-2013-0009-0002
2	Reporting Files Disposition Authority Number: DAA-0563-2013-0009-0003
3	Look Ahead Meeting Files Disposition Authority Number: DAA-0563-2013-0009-0004

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Records Schedule: **DAA-0563-2013-0009**

Records Schedule Items

Sequence Number	
1	Desk Files
1.1	Routine Desk Files Disposition Authority Number DAA-0563-2013-0009-0001 Project files relating to state, local, tribal, and territorial governments, including letters, memoranda, resolutions and other informative documentation relating to the IGA. Final Disposition Temporary Item Status Withdrawn 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 5 year(s) after cutoff. Additional Information GAO Approval Not Required
1.2	Significant Desk Files Disposition Authority Number DAA-0563-2013-0009-0002 project files relating to state, local, tribal, and territorial governments, including letters, memoranda, resolutions and other informative documentation relating to the IGA which draw 1) attract national media or Congressional attention; 2) present significant or novel questions of law or policy; or, 3) result in substantive changes in DHS policies and procedures. Final Disposition Permanent Item Status Withdrawn Is this item media neutral? Yes Do any of the records covered by this item currently exist in

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	electronic format(s) other than e-mail and word processing?	
	Do any of the records covered by this item exist as structured electronic data?	Yes
	Disposition Instruction	
	If this item has multiple sections, indicate here records to which this section apply	Electronic Records
	Cutoff Instruction	Cut off at end of fiscal year in which file/project is complete.
	Transfer to the National Archives for Accessioning	Transfer to the National Archives 20 year(s) after cut off.
	Additional Information	
	What will be the date span of the initial transfer of records to the National Archives?	Unknown Unknown
	How frequently will your agency transfer these records to the National Archives?	Unknown Unknown.
2	Reporting Files	
	Disposition Authority Number	DAA-0563-2013-0009-0003
	Weekly reports provided to the Secretary on stakeholder issues and outreach.	
	Final Disposition	Temporary
	Item Status	Withdrawn
	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 2 year(s) after cut off.

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Additional Information

GAO Approval Not Required

Look Ahead Meeting Files

Disposition Authority Number DAA-0563-2013-0009-0004

Files created in preparation for, and documenting the results of, mandatory quarterly meetings for all Intergovernmental Partners. File includes updates on major initiatives for the next quarter, shared best practices, and documentary materials used to foster cross-Component relationships. Files may include, but are not limited to meeting correspondence, calendar invitations, agenda, minutes, after-action reports, and other related items.

Final Disposition Temporary

Item Status Withdrawn

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 2 year(s) after cut off.

Additional Information

GAO Approval Not Required

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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
09/24/2013	Certify	Tammy Hudson	Acting Records Officer	CIO - ESDO
12/31/2015	Return Without Action	Lloyd Beers	Appraisal Archivist	National Archives and Records Administration - ACNR Records Management Services

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