



## **Request for Records Disposition Authority**

Records Schedule Number

DAA-0563-2015-0001

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

Major Subdivsion

Major Subdivision

Headquarters

Schedule Subject

United States Secret Service Protective Mission Panel (USSSPMP)

Records

Internal agency concurrences will

be provided

No

**Background Information** 

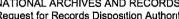
This record schedule pertains to records created by the United States Secret Service Protective Mission Panel (USSSPMP), the panel is tasked with reviewing agency programs as directed by the Secretary. The DHS Secretary has authority to create these temporary teams in accordance with the Homeland Security Act of 2002, section 871(a) (6 U.S.C. 451(a)). The teams are tasked with making recommendations for improvements in DHS programs and organizational performance. The final products of these teams are report findings, conclusions, and recommendations.

#### Item Count

Number of Total Disposition Items	l		Number of Withdrawn Disposition Items
3	3	0	0

**GAO Approval** 





# Outline of Records Schedule Items for DAA-0563-2015-0001

Sequence Number	
1	Reports Disposition Authority Number: DAA-0563-2015-0001-0001
2	Final Report Disposition Authority Number: DAA-0563-2015-0001-0003
3	Supporting Documentation and Work Papers Disposition Authority Number: DAA-0563-2015-0001-0002





Sequence N	lumber
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## Reports

Disposition Authority Number

DAA-0563-2015-0001-0001

Reports relating to special reviews of agency programs, operations and procedures; recommendations for improvements in programs and organizational performance; also includes documentation of work performed to support report findings, conclusions, and recommendations.

Final Disposition

Permanent

Item Status

Active

Is this item media neutral?

No

Explanation of limitation

All records created as part of this panel will be hard

paper copy.

Do any of the records covered by this item currently exist in electronic format(s) other than email and word processing?

No

Disposition Instruction

**Cutoff Instruction** 

Cut off after final report is issued and review is

closed.

Transfer to the National Archives

for Accessioning

Transfer to the National Archives 15 year(s) after

cutoff.

#### Additional Information

What will be the date span of the

initial transfer of records to the

National Archives?

From 2014 To 2015

How frequently will your agency transfer these records to the

Unknown Once.

National Archives?

Final Report

Disposition Authority Number

DAA-0563-2015-0001-0003

Final report of the Panel reviewing agency programs, operations and procedures; recommendations for improvements in programs and organizational performance; also includes documentation of work performed to support report findings,

conclusions, and recommendations.

2

Final Disposition

Permanent

Item Status

Active

Is this item media neutral?

No

Explanation of limitation

Textual only.

Do any of the records covered by this item currently exist in electronic format(s) other than email and word processing?

No

Disposition Instruction

**Cutoff Instruction** 

Cutoff after final report is issued and review is closed.

Transfer to the National Archives

for Accessioning

Transfer to the National Archives 25 year(s) after

cutoff.

Additional Information

First year of records accumulation 2014

What will be the date span of the initial transfer of records to the

National Archives?

From 2014 To 2015

How frequently will your agency

transfer these records to the

Unknown Once.

National Archives?

Supporting Documentation and Work Papers

Disposition Authority Number

DAA-0563-2015-0001-0002

Documentation of work performed to support report findings, conclusions, and recommendations. Includes pre-assessment findings, planning materials, and internal and external report correspondence.

Final Disposition

Permanent

Item Status

Active

Is this item media neutral?

Explanation of limitation

All records will be produced in hard copy.

Do any of the records covered by this item currently exist in electronic format(s) other than email and word processing?

No

Disposition Instruction

Cutoff Instruction

Cut off after final report issued and review closed.

3



## NATIONAL ARCHIVES AND RECORDS ADMINISTRATION Request for Records Disposition Authority

Records Schedule. DAA-0563-2015-0001

Transfer to the National Archives

for Accessioning

Transfer to the National Archives 15 year(s) after

cutoff

Additional Information

What will be the date span of the initial transfer of records to the National Archives?

From 2014 To 2015

How frequently will your agency transfer these records to the

Unknown Once

National Archives?

Page 5 of 7



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	Ву	Title	Organization
11/14/2014	Certify	Tammy Hudson	Acting Records Offic er	CIO - ESDO
03/18/2015	Submit for Concur rence	Erin Cayce	Appraiser	National Archives and Records Administration - Records Management Services
03/19/2015	Concur	Margaret Hawkins	Director of Records Management Servic es	National Records Management Program - Records Management Services
03/19/2015	Concur	Laurence Brewer	Director, National R ecords Management Program	National Archives and Records Administration - National Records Management Program
03/23/2015	Approve	David Ferriero	Archivist of the Unite d States	Office of the Archivist - Office of the Archivist

Electronic Records Archives Page 6 of 7 PDF Created on: 03/24/2015