

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 Subdivision**
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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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

Records Schedule Items

Sequence Number	
1	<p>Reports</p> <p>Disposition Authority Number DAA-0563-2015-0001-0001</p> <p>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.</p> <p>Final Disposition Permanent</p> <p>Item Status Active</p> <p>Is this item media neutral? No</p> <p>Explanation of limitation All records created as part of this panel will be hard paper copy.</p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No</p> <p>Disposition Instruction</p> <p>Cutoff Instruction Cut off after final report is issued and review is closed.</p> <p>Transfer to the National Archives for Accessioning Transfer to the National Archives 15 year(s) after cutoff.</p> <p>Additional Information</p> <p>What will be the date span of the initial transfer of records to the National Archives? From 2014 To 2015</p> <p>How frequently will your agency transfer these records to the National Archives? Unknown Once.</p>
2	<p>Final Report</p> <p>Disposition Authority Number DAA-0563-2015-0001-0003</p> <p>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.</p>

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 e-mail 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 National Archives?	Unknown Once.

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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?	No
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 e-mail and word processing?	No

Disposition Instruction

Cutoff Instruction Cut off after final report issued and review 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
National Archives?

Unknown
Once

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
11/14/2014	Certify	Tammy Hudson	Acting Records Officer	CIO - ESDO
03/18/2015	Submit for Concurrence	Erin Cayce	Appraiser	National Archives and Records Administration - Records Management Services
03/19/2015	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - Records Management Services
03/19/2015	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
03/23/2015	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist