

WITHDRAWN – RETURNED WITHOUT ACTION

Request for Records Disposition Authority

Records Schedule Number DAA-0563-2015-0007
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 Department-wide
Schedule Subject Historical Program Records
Internal agency concurrences will be provided No

Background Information

This schedule pertains to records maintained by the Department of Homeland Security which document the history of the department for use in the preparation of departmental histories. Files include studies and research projects on the history of the Department and its components, history program files, and oral history files, which include recordings and transcripts of interviews with current and former leaders and employees of the Department.

This schedule is intended to replace all other disposition schedules related to historical records previously registered by the Department of Homeland Security and its Components unless an exception is noted.

All disposition instructions are media neutral; they apply regardless of the media or format of the records.

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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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	6

GAO Approval

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Outline of Records Schedule Items for DAA-0563-2015-0007

Sequence Number	
1	Historical Collection Files Disposition Authority Number: DAA-0563-2015-0007-0001
2	Historic Background Research Files Disposition Authority Number: DAA-0563-2015-0007-0002
3	Oral History Files
3.1	Oral History Audio or Video Recordings, Transcripts, Access Agreements, Deeds of Gifts, and Restrictions Disposition Authority Number: DAA-0563-2015-0007-0003
3.2	Finding Aids/ Tracking Systems Disposition Authority Number: DAA-0563-2015-0007-0004
3.3	Background Research Materials Disposition Authority Number: DAA-0563-2015-0007-0005
4	History Office Program Management Files Disposition Authority Number: DAA-0563-2015-0007-0006

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Records Schedule Items

Sequence Number	
1	<p data-bbox="342 372 706 414">Historical Collection Files</p> <p data-bbox="342 425 1161 468">Disposition Authority Number DAA-0563-2015-0007-0001</p> <p data-bbox="342 478 1529 691">Records consisting of published and unpublished studies and research projects on the history of the Department of Homeland Security and its components and related historical topics in the form of articles, manuscripts, white papers, photographs, presentations, report, chronologies , significant source material, and other approved, subject matter-specific projects.</p> <p data-bbox="342 691 933 734">Final Disposition Permanent</p> <p data-bbox="342 744 933 787">Item Status Withdrawn</p> <p data-bbox="342 798 836 840">Is this item media neutral? Yes</p> <p data-bbox="342 851 836 989">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="342 1000 836 1106">Do any of the records covered by this item exist as structured electronic data? Yes</p> <p data-bbox="342 1117 1274 1351">GRS or Superseded Authority Citation N1-563-07-003 item 1a(1) N1-563-07-003 item 1a(2) N1-560-10-003 item 10 NC1-026-76-002 item 85 NC1-087-78-01 Table 000, Rule 02 N1-311-92-5 ADM 44-1</p> <p data-bbox="342 1372 673 1415">Disposition Instruction</p> <p data-bbox="342 1425 1006 1478">Cutoff Instruction Cut off annually.</p> <p data-bbox="342 1489 1529 1734">Transfer to the National Archives for Accessioning Transfer to the National Archives 15 years after cutoff, with appropriate restrictions to maintain privacy and protection of sensitive proprietary operational information. *Records of the appropriate age will be transferred immediately upon approval of this schedule.</p> <p data-bbox="342 1755 673 1798">Additional Information</p> <p data-bbox="342 1808 909 1930">What will be the date span of the initial transfer of records to the National Archives? Unknown Unknown</p>

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How frequently will your agency transfer these records to the National Archives? Unknown
Unknown

Historic Background Research Files

Disposition Authority Number DAA-0563-2015-0007-0002

Any materials used for historical background research, including but not limited to, copies of speeches, congressional testimony, daily briefings, decision memorandums, editorial notes, prepared statements, press releases, remarks, reports, research notes, articles from magazines and newspapers, papers, publications, correspondence, and other documents, also includes finding aids and tracking systems, Access databases or similar, which contain data fields necessary to find materials in the background research files.

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

GRS or Superseded Authority Citation N1-563-07-003 item 1b
N1-311-92-5 ADM 44-2

Disposition Instruction

Cutoff Instruction Cut off at completion of the project or when no longer needed for administrative purposes.

Retention Period Destroy 5 year(s) after cutoff.

Additional Information

GAO Approval Not Required

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Oral History Files

3.1

Oral History Audio or Video Recordings, Transcripts, Access Agreements, Deeds of Gifts, and Restrictions

Disposition Authority Number DAA-0563-2015-0007-0003

Records of interviews with federal employees while on-duty.

Final Disposition Permanent

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	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
	GRS or Superseded Authority Citation	N1-563-07-003 item 2a
	Disposition Instruction	
	Cutoff Instruction	Cut off at the end of the calendar year.
	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?	Unknown Unknown
	How frequently will your agency transfer these records to the National Archives?	Unknown Unknown
3.2	Finding Aids/ Tracking Systems	
	Disposition Authority Number	DAA-0563-2015-0007-0004
	Access database, or similar, which contains data fields necessary to find information regarding interviews, transcripts, list of prospective interviewees and interview dates.	
	Final Disposition	Permanent
	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

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NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
Request for Records Disposition Authority

Records Schedule: DAA-0563-2015-0007

	GRS or Superseded Authority Citation	N1-563-07-003 item 2b
	Disposition Instruction	
	Cutoff Instruction	Cut off at the end of the calendar year.
	Transfer to the National Archives for Accessioning	Transfer to National Archives 15 years after cut off. Transfer an up-to-date version of the database to NARA along with each new block of Oral History Transcripts.
	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
3.3	Background Research Materials	
	Disposition Authority Number	DAA-0563-2015-0007-0005
	Information gathered from various resources used to construct questions or provide the basis for a particular interview.	
	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
	GRS or Superseded Authority Citation	N1-563-07-003 item 2c
	Disposition Instruction	
	Cutoff Instruction	Cut off when no longer needed.
	Retention Period	Destroy when no longer needed
	Additional Information	
	GAO Approval	Not Required

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History Office Program Management Files

Disposition Authority Number DAA-0563-2015-0007-0006

Records related to internal policies, procedures, guidelines or other instructional material that deals with publications of historical studies, Oral History Programs, and a wide range of subjects such as preservation of historical records, historical inquiries, and records policy.

Final Disposition Permanent

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

GRS or Superseded Authority N1-563-07-003 item 3(1)
Citation N1-563-07-003 item 3(2)

Disposition Instruction

Cutoff Instruction Cut off annually.

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

Additional Information

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

How frequently will your agency Unknown
transfer these records to the Unknown
National Archives?

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NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
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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
04/25/2016	Certify	Tammy Hudson	Acting Records Officer	CIO - ESDO
09/12/2016	Return for Revision	Ashby Crowder	Archives Specialist	National Archives and Records Administration - ACRA
04/13/2017	Return Without Action	Ashby Crowder	Archives Specialist	National Archives and Records Administration - ACRA

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