

# WITHDRAWN - RETURNED WITHOUT ACTION

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION  
Request for Records Disposition Authority

Records Schedule: DAA-0563-2017-0002

## Request for Records Disposition Authority

Records Schedule Number DAA-0563-2017-0002  
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 Agency-wide  
Schedule Subject Historical Program Records  
Internal agency concurrences will be provided Yes

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.

Unless otherwise noted, all disposition instructions are media neutral; they apply regardless of the media or format of the records.

For use in this schedule, the term 'significant' applies to records which are subject to Congressional attention, public or media scrutiny, or otherwise have a greater than normal historical value. These records can be selectively or collectively deemed significant by senior officials because of their intrinsic value as it relates to setting precedent, documenting unique circumstances, capturing historic evidence, or other similar circumstances. Significant records, by their very nature, will automatically be placed with the Historical Collections Files.

Pursuant to each item's disposition instructions, records of the appropriate age will be transferred immediately upon approval of this schedule.

Item Count

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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of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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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NATIONAL ARCHIVES AND RECORDS ADMINISTRATION  
Request for Records Disposition Authority

Records Schedule: DAA-0563-2017-0002

## Outline of Records Schedule Items for DAA-0563-2017-0002

Sequence Number	
1	Historical Collections
1.1	Historical Collection Files Disposition Authority Number: DAA-0563-2017-0002-0001
1.2	Historic Background Research Files Disposition Authority Number: DAA-0563-2017-0002-0002
2	Oral History Files
2.1	Oral History Recordings Disposition Authority Number: DAA-0563-2017-0002-0003
2.2	Oral History Finding Aids & Tracking Systems Disposition Authority Number: DAA-0563-2017-0002-0004
2.3	Background Research Materials Disposition Authority Number: DAA-0563-2017-0002-0005
3	Program Management Files
3.1	History Office Program Management Files Disposition Authority Number: DAA-0563-2017-0002-0006

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Records Schedule: DAA-0563-2017-0002

## Records Schedule Items

Sequence Number	
1	<b>Historical Collections</b>
1.1	<b>Historical Collection Files</b>
	Disposition Authority Number DAA-0563-2017-0002-0001
	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.
	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 Citation N1-563-07-003 / 1/a/1 N1-563-07-003 / 1/a/2 N1-560-10-003 / 10 NC1-026-76-002 / 46 NC1-087-78-01 / 000/02 N1-311-92-5 / 44/1
	<b>Disposition Instruction</b>
	Cutoff Instruction Cut off annually.
	Transfer to the National Archives for Accessioning Transfer to the National Archives 15 year(s) after cut off
	<b>Additional Information</b>
	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

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1.2

## Historic Background Research Files

Disposition Authority Number DAA-0563-2017-0002-0002

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, relational databases, spreadsheets, 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 / 1/b  
N1-311-92-5 / 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

2

## Oral History Files

2.1

## Oral History Recordings

Disposition Authority Number DAA-0563-2017-0002-0003

Records of interviews with federal employees while on-duty. Includes Audio or Video Recordings, Transcripts, Access Agreements, Deeds of Gifts, and Restrictions.

Final Disposition Permanent

Item Status Withdrawn

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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 / 2/a
<b>Disposition Instruction</b>	
If this item has multiple sections, indicate here records to which this section apply	Non-electronic Textual Records
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.
<b>Additional Information</b>	
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
<b>Disposition Instruction</b>	
If this item has multiple sections, indicate here records to which this section apply	Analog Moving Images
Cutoff Instruction	Cutoff at the end of the calendar year.
Transfer to the National Archives for Accessioning	Transfer to National Archives 5 years after cutoff, to include any related finding aids
<b>Additional Information</b>	
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

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## Disposition Instruction

If this item has multiple sections, indicate here records to which this section apply  
Analog Sound Recordings

Cutoff Instruction  
Cutoff at the end of the calendar year.

Transfer to the National Archives for Accessioning  
transfer to the National Archives 5 years after cutoff, to include any related finding aids.

## 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

## Disposition Instruction

If this item has multiple sections, indicate here records to which this section apply  
Non-electronic Photographs and Other Graphic Materials

Cutoff Instruction  
Cutoff at the end of the calendar year.

Transfer to the National Archives for Accessioning  
Transfer to the National Archives 5 years after cutoff, to include any related finding aids.

## 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

## Disposition Instruction

If this item has multiple sections, indicate here records to which this section apply  
Electronic digital media files, such as images, audio recordings, and moving images.

Cutoff Instruction  
Cutoff at the end of the calendar year

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Transfer Electronic Records to the National Archives for Pre-Accessioning

Transfer electronic records to the National Archives for pre-accessioning 3 year(s) after cutoff

Transfer to the National Archives for Accessioning

Transfer to the National Archives 5 years after cutoff, to include related finding aids. Electronic transfers must follow the standards established in 36 CFR 1235.50 to include metadata requirements.

## 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

2.2

## Oral History Finding Aids & Tracking Systems

Disposition Authority Number DAA-0563-2017-0002-0004

Relational database, or other electronic tracking mechanism, 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?

No

Explanation of limitation

Limited to structured electronic data only.

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 / 2/b

## Disposition Instruction

Cutoff Instruction

Cut off at the end of the calendar year. Export new data (non-contiguous data from previous cut off) to a flat-file for accession

Transfer Electronic Records to the National Archives for Pre-Accessioning

Transfer electronic records to the National Archives for pre-accessioning immediately after cutoff

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Transfer to the National Archives for Accessioning      Transfer to the National Archives with each new block of 'Oral History Recordings'

## 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

	Estimated Current Volume	Annual Accumulation
Electronic/Digital	1 GB	
Paper		
Microform		
Hardcopy or Analog Special Media		

2.3

## Background Research Materials

Disposition Authority Number      DAA-0563-2017-0002-0005

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?      No

GRS or Superseded Authority Citation      N1-563-07-003 / 2/c

## Disposition Instruction

Cutoff Instruction      Cut off when no longer needed.

Retention Period      Destroy immediately after cut off

## Additional Information

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	GAO Approval	Not Required
3	<b>Program Management Files</b>	
3.1	<b>History Office Program Management Files</b>	
	Disposition Authority Number	DAA-0563-2017-0002-0006
	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 Citation	N1-563-07-003 / 3/1 N1-563-07-003 / 3/2
	<b>Disposition Instruction</b>	
	Cutoff Instruction	Cut off at the end of the calendar year.
	Transfer Electronic Records to the National Archives for Pre-Accessioning	Transfer electronic records to the National Archives for pre-accessioning 5 year(s) after cut off
	Transfer to the National Archives for Accessioning	Transfer to the National Archives 10 year(s) after cutoff.
	<b>Additional Information</b>	
	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

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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
08/23/2017	Return to Submitter	Tammy Hudson	Acting Records Officer	CIO - ESDO
11/20/2017	Certify	Tammy Hudson	Acting Records Officer	CIO - ESDO
01/26/2018	Return for Revision	Andreea Vlaicu	Archives Specialist	National Archives and Records Administration - Records Management Operations Appraisal Team 1
05/29/2018	Return Without Action	Rania Mahmoud	Appraisal Archivist	National Archives and Records Administration - Records Management Services

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