

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0563-2019-0008

Status: APPROVED
Date Approved: 02/20/2020
Last Modified: 04/30/2025

General Information

Agency or Establishment	Department of Homeland Security
Record/Scheduling Group	0563 - General Records of the Department of Homeland Security
Records Schedule Applies To	Department-wide
Additional Agencies This Schedule Applies To	Cybersecurity and Infrastructure Security Agency, Department of Homeland Security, Federal Emergency Management Agency, Transportation Security Administration, U.S. Customs and Border Protection, U.S. Immigration and Customs Enforcement, United States Citizenship and Immigration Services, United States Coast Guard, United States Secret Service
Schedule Subject	Administrative and Operational Records Common to All Offices
Additional Schedule Information	Note: This schedule was modified after approval in ERA Base. If information regarding the modifications was created in ERA Base it will be found in the Revision Notes in NARA only attachments. This Department-wide schedule supersedes component-level disposition schedule items covering administrative and operational records common to all offices as documented in this schedule.
Is There a Classified Version of This Schedule?	No
Is consultation and coordination with Tribal Governments required?	Predate requirement

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Item Count

Total number of disposition items: 7

Number of Temporary disposition items: 5

Number of Permanent disposition items: 2

Number of Items with Disposition Not Approved: 0

Number of Inactive disposition items: 0

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Outline of Records Schedule Items for DAA-0563-2019-0008

Item #	Title	Disposition
0001	Requests for Information (RFI)/Data Calls	Temporary
0002	Administrative Standard Operating Procedures (SOPs)	Temporary
0003	Periodic Reports	Temporary
0004	Mission/Operational Directives	Permanent
0005	Administrative Directives	Temporary
0006	Executive Delegations of Authority	Permanent
0007	Non-Executive Delegations of Authority	Temporary

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Records Schedule Items

DAA-0563-2019-0008-0001		STATUS: Active
ITEM GENERAL INFORMATION		
Item Title	Requests for Information (RFI)/Data Calls	
Item Description	Requests for information is the formal process through which information is obtained and provided to Federal departments and agencies; state, local, tribal, and territorial entities; and private sector partners. The RFI process tracks incoming requests, determines their validity, and ensures responses are provided by obtaining the requested information. Records include, but are not limited to, logs, requests, responses, related analysis, and supporting documentation.	
Is this item media neutral?	Yes	
Is this item a Big Bucket?		
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS		
Does this item supersede existing disposition authorities?	Yes	
	Superseded Items	
Superseded Item	Item Superseded in Part?	Explanation
N1-563-08-003 / 8	No	
Is this item a deviation from the GRS?	No	
DISPOSITION INSTRUCTION		
Final Disposition	Temporary	
Cutoff Instructions	Other: Cut off at end of calendar year when request is completed	
Retention Period	Destroy 3 year(s) after cutoff	
ADDITIONAL INFORMATION		
Are any of the records covered by this item national security classified?		
GAO Approval Required	No	

DAA-0563-2019-0008-0002		STATUS: Active
ITEM GENERAL INFORMATION		
Item Title	Administrative Standard Operating Procedures (SOPs)	

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Item Description	Guidance issued to achieve uniformity of the performance of an administrative function or detail instructions for day-to-day or administrative operations. Records include, but are not limited to, procedures, manuals, and supporting documentation.	
Is this item media neutral?	Yes	
Is this item a Big Bucket?		
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS		
Does this item supersede existing disposition authorities?	Yes	
	Superseded Items	
Superseded Item	Item Superseded in Part?	Explanation
N1-560-03-004 / 6/C	No	
N1-560-06-001 / 11	No	
N1-563-08-003 / 11	No	
Is this item a deviation from the GRS?	No	
DISPOSITION INSTRUCTION		
Final Disposition	Temporary	
Cutoff Instructions	Other: Cut off when superseded or when obsolete	
Retention Period	Destroy 3 year(s) after cutoff	
ADDITIONAL INFORMATION		
Are any of the records covered by this item national security classified?		
GAO Approval Required	No	

DAA-0563-2019-0008-0003	STATUS: Active
ITEM GENERAL INFORMATION	
Item Title	Periodic Reports
Item Description	Periodic reports created and maintained by operational units and submitted to component and/or senior leadership, which are not submitted to Congress, Government Accountability Office (GAO), Office of Management and Budget (OMB), or other oversight authority; are not required under directive, regulation, statute, or public law; and are not covered elsewhere in Agency records control schedules.
Is this item media neutral?	Yes
Is this item a Big Bucket?	
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS	

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Does this item supersede existing disposition authorities?	No
Is this item a deviation from the GRS?	No
DISPOSITION INSTRUCTION	
Final Disposition	Temporary
Cutoff Instructions	Other: Cut off at the end of the calendar year
Retention Period	Destroy 5 year(s) after cutoff
ADDITIONAL INFORMATION	
Are any of the records covered by this item national security classified?	
GAO Approval Required	No

DAA-0563-2019-0008-0004		STATUS: Active	
ITEM GENERAL INFORMATION			
Item Title	Mission/Operational Directives		
Item Description	Directives establishing policies, procedures, and/or instructions regarding programs, operations, and activities supporting the missions of the Department of Homeland Security. Missions include preventing terrorism and enhancing security; managing borders; administering immigration laws; cybersecurity; and ensuring disaster resilience. Records include, but are not limited to, directives, background material, comments, and supporting documentation.		
Is this item media neutral?	Yes		
Is this item a Big Bucket?			
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS			
Does this item supersede existing disposition authorities?	Yes		
	Superseded Items		
Superseded Item	Item Superseded in Part?	Explanation	
N1-085-01-001 / 1/A	No		
N1-085-01-001 / 1/B	No		
N1-311-86-001 / 1/K/18/A	No		
N1-311-86-001 / 1/K/18/B	No		
N1-560-03-002 / 10	No		
N1-560-03-003 / 3	No		
N1-560-04-007 / 1	No		
N1-560-04-010 / 4	No		

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N1-560-04-010 / 5/B	No
N1-560-04-010 / 6	No
N1-560-10-003 / 2/A	No
N1-563-07-004 / 1	No
N1-563-07-013 / 6	No
NC1-026-76-02 / 101/A	No
NC1-026-76-02 / 13	No
NC1-026-76-02 / 170/A	No
NC1-026-76-02 / 171	No
NC1-026-76-02 / 321/A	No
NC1-026-76-02 / 341/A	No
NC1-026-76-02 / 371/A	No
NC1-026-76-02 / 401/A	No
NC1-026-76-02 / 451	No
NC1-026-76-02 / 511/A	No
NC1-026-76-02 / 91/A	No
NC1-026-80-04 / 355/A	No
NC1-026-80-04 / 356/A	No
NC1-026-83-03 / 40/A	No
NC1-087-78-01 / 000 / rule 06	No
NC1-087-78-01 / 300 / rule 04	No
NC1-087-78-01 / 800 / rule 05	No
N1-087-96-001 / 1	No
NC1-087-76-03 / 600 / rule 03	No
Is this item a deviation from the GRS?	No
DISPOSITION INSTRUCTION	
Final Disposition	Permanent
Cutoff Instructions	Other: Cut off when superseded or cancelled
Are there multiple instructions for this item?	No
Transfer Instruction	Transfer to the National Archives 15 year(s) after cutoff
ADDITIONAL INFORMATION	
Current Records Format	Base Migration: Base Migration
Date span of the initial transfer	From: --/--/2002 To: --/--/2007
Frequency of transfer	5
Are any of the records covered by this item subject to a FOIA exemption?	

DAA-0563-2019-0008-0005	STATUS: Active
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ITEM GENERAL INFORMATION					
Item Title	Administrative Directives				
Item Description	Directives establishing policies and procedures regarding administrative, day-to-day, non-mission operations and activities of DHS. Records include, but are not limited to, directives, background materials, comments, and supporting documentation.				
Is this item media neutral?	Yes				
Is this item a Big Bucket?					
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS					
Does this item supersede existing disposition authorities?	Yes				
	Superseded Items				
Superseded Item	<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 60%; border-bottom: 1px solid black;">Item Superseded in Part?</th> <th style="border-bottom: 1px solid black;">Explanation</th> </tr> </thead> <tbody> <tr> <td style="padding: 2px 5px;">NC1-056-78-03 / 6</td> <td style="padding: 2px 5px;">No</td> </tr> </tbody> </table>	Item Superseded in Part?	Explanation	NC1-056-78-03 / 6	No
Item Superseded in Part?	Explanation				
NC1-056-78-03 / 6	No				
Is this item a deviation from the GRS?	No				
DISPOSITION INSTRUCTION					
Final Disposition	Temporary				
Cutoff Instructions	Other: Cut off when superseded or cancelled				
Retention Period	Destroy 7 year(s) after cutoff				
ADDITIONAL INFORMATION					
Are any of the records covered by this item national security classified?					
GAO Approval Required	No				

DAA-0563-2019-0008-0006	STATUS: Active
ITEM GENERAL INFORMATION	
Item Title	Executive Delegations of Authority
Item Description	Delegation of authority at the executive level that assign others responsibility for mission related programs and/or functions, and authorizes them to take action on their behalf. Individuals are identified by title or position, not by name. Executive level includes designations such as Secretary, Under-Secretary, Director or Deputy Director, and/or Chief. Records include, but are not limited to, delegations and supporting documentation.
Is this item media neutral?	Yes
Is this item a Big Bucket?	
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS	

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Does this item supersede existing disposition authorities?	Yes
Superseded Items	
Superseded Item	Item Superseded in Part? Explanation
N1-311-86-001 /1/K/11/A	No
N1-563-07-004 / 2	No
N1-568-06-001 / 1/A	No
N1-568-06-001 / 1/B	No
Is this item a deviation from the GRS?	No
DISPOSITION INSTRUCTION	
Final Disposition	Permanent
Cutoff Instructions	Other: Cut off when superseded or cancelled
Are there multiple instructions for this item?	No
Transfer Instruction	Transfer to the National Archives 15 year(s) after cutoff
ADDITIONAL INFORMATION	
Current Records Format	Base Migration: Base Migration
Date span of the initial transfer	From: --/--/2002 To: --/--/2007
Frequency of transfer	5
Are any of the records covered by this item subject to a FOIA exemption?	

DAA-0563-2019-0008-0007	STATUS: Active
ITEM GENERAL INFORMATION	
Item Title	Non-Executive Delegations of Authority
Item Description	Delegation of authority at the non-executive level that assign others responsibility to accomplish programmatic functions or actions. Records include, but are not limited to, delegations and supporting documentation.
Is this item media neutral?	Yes
Is this item a Big Bucket?	
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS	
Does this item supersede existing disposition authorities?	Yes
Superseded Items	
Superseded Item	Item Superseded in Part? Explanation
N1-568-06-001 / 1/C	No

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N1-568-06-001 / 2	No
Is this item a deviation from the GRS?	No
DISPOSITION INSTRUCTION	
Final Disposition	Temporary
Cutoff Instructions	Other: Cut off when superseded or cancelled
Retention Period	Destroy 3 year(s) after cut off
ADDITIONAL INFORMATION	
Are any of the records covered by this item national security classified?	
GAO Approval Required	No

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Signatory Information

Action	User	Date
Approve	David Ferriero	02/20/2020