

REQUEST FOR RECORDS DISPOSITION AUTHORITY		LEAVE BLANK (NARA use only)	
To NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD, COLLEGE PARK, MID 20740-6001		JOB NUMBER <i>NI-563-08-3</i>	
1 FROM (Agency or establishment) Department of Homeland Security		Date Received <i>1-7-2008</i>	
2 MAJOR SUB DIVISION		NOTIFICATION TO AGENCY	
3 MINOR SUBDIVISION		In accordance with the provisions of 44 U S C 3303a, the disposition request, including amendments is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
4 NAME OF PERSON WITH WHOM TO CONFER Kathy Schultz	5 TELEPHONE 202-447-5075	DATE <i>6/11/09</i>	ARCHIVIST OF THE UNITED STATES <i>Devin Thomas</i>
6 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 on the attached <u>3</u> page(s) are not needed now for the business of this agency or will not be needed after the retention periods specified, and that written concurrence from the General Accounting Office, under the provisions of Title 8 the GAO Manual for Guidance of Federal Agencies, <input checked="" type="checkbox"/> is not required <input type="checkbox"/> is attached, or <input type="checkbox"/> has been requested			
DATE 12/18/07	SIGNATURE OF AGENCY REPRESENTATIVE <i>Kathleen G. Schultz</i>		TITLE Senior Records Officer
7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
1	See attached sheet(s) for: Records Common to All		

**U.S. Department of Homeland Security
Headquarters Records Schedules**

Department of Homeland Security

This schedule will apply to records common within DHS at the Non-Executive level. This schedule does not apply to any materials covered under the General Records Schedule (GRS).

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

1 Biographies

Biographical information of senior level staff documenting their accomplishments and professional history. (Secretary, Deputy Secretary, Chief of Staff)

Disposition:

PERMANENT. Cutoff at end of calendar year when superseded or obsolete. Transfer to the National Archives 1 year after cutoff.
obsolete, Rachel Sanjankin, DAA-0563-2012-0002-0001
Disposition: *approved 04/22/2014 is a newer authority for transferring these records*
~~PERMANENT. Cutoff at end of calendar year when replaced or becomes obsolete. Transfer to NARA 5 years after cutoff or when volume warrants, whichever is sooner.~~

2 Brochures, Pamphlets and Publications

Pamphlets and other publications produced by or for an organization providing information on the activities or services of the organization.

Superseded by:

DAA-0563-2012-0002-0019

DATE (MM/DD/YYYY):

04/22/2014

One copy of each publication should be designated the record copy. This includes manuals, handbooks, pamphlets, and other publications.

3 Dissemination Files and Lists

Electronic and hard copy listings of contacts for the distribution of DHS produced items (bulletins, situation awareness reports, public awareness products, etc). (This item does not apply to Intelligence & Analysis distribution lists covered under #N1-563-07-16 Item 2.)

Disposition:

TEMPORARY. Cut off at end of calendar year when superseded or obsolete. Destroy or delete 3 years after cutoff.

**U.S. Department of Homeland Security
Headquarters Records Schedules**

4 Grant Project Files

Files containing correspondence, memoranda and letters, study reports, and other unsolicited items received for consideration for a grant or cooperative agreement that is later approved. (The are working copies only. FEMA maintains record copy of Grant Files.)

Disposition:

TEMPORARY. Cut off at end of fiscal year when grant or agreement is finalized. Destroy or delete 3 years after cutoff or when no longer needed, whichever is sooner.

~~**5 Interagency Agreements/Memorandum of Agreement (MOA)/Memorandum of Understanding (MOU)**~~

~~An agreement between federal agencies, or divisions/units within an agency or department, or between federal and state agencies, which delineate tasks, jurisdiction, standard operating procedures or other matters which the agencies or units are duly authorized and directed to conduct.~~

~~**Disposition:**~~

~~TEMPORARY. Cut off at end of calendar year when agreement is superseded or terminated. Destroy or delete 3 years after cutoff.~~

*Item 5
withdrawn*

6 Posters

Superseded by:

DAA-0563-2012-002-001Z

DATE (MM/DD/YYYY):

04/22/2014

Posters produced by or for an organization providing information on the activities or services of the organization.

Two copies of each poster should be designated the record copy.

Disposition:

PERMANENT. If printed, transfer two copies of printed posters to the National Archives immediately upon creation. If created digitally, cut off at end of calendar year in which posters created, transfer to the National Archives within three months after cutoff.

7 Presentations

Record copy of presentations prepared for delivery by non-executive level personnel while representing DHS at DHS sponsored meetings, or government, civic and professional conferences and meetings. (Presentations prepared for delivery by Executive Level personnel are covered by disposition authority #N1-563-07-13, Item 10 and are maintained permanently.)

~~**Disposition:**~~

~~TEMPORARY. Cut off at end of calendar year when superseded or obsolete. Destroy or delete 5 years after cutoff~~

~~**Superseded by:**~~

~~*DAA-0563-2012-002-0011*~~

~~**DATE (MM/DD/YYYY):**~~

~~*04/22/2014*~~

8 Requests for Information (RFI) / Data Calls

Logs, reports and other files related to requests for information or assistance; may include responses, related analysis and reporting.

~~(This does not include RFIs for I&A which are covered under schedule #N1-563-07-16, Item 5)~~ *Supersedes N1-563-07-16 Item 5*

Disposition:

TEMPORARY. Cut off at end of calendar year when request is completed. Destroy or delete 3 years after cut off or when no longer needed for review and analysis, whichever is later.

**U.S. Department of Homeland Security
Headquarters Records Schedules**

9 Situation Awareness Reports

Superseded by:

DAA-0563-2013-0002-0001

DATE (MM/DD/YYYY):

12/10/2014

Provide information on significant incidents/events regarding emerging or potential incidents with possible operational consequences. Report on Incidents of National Significance will be included in the Secretary's daily Briefing book. (This schedule item does not include reports from the NOC which will be covered under the HSIN schedule #N1-563-08-23) This schedule item also does not apply to reports maintained by Executive Level personnel which are covered by N1-563-07-13 Item 2.

Disposition:

~~TEMPORARY. Cut off at end of calendar year in which event is reported. Destroy 6 years after cutoff.~~

10 Speeches

Superseded by:

DAA-0563-2012-0002-0011

DATE (MM/DD/YYYY):

04/22/2014

Speeches prepared for delivery by non-executive level personnel while representing DHS at DHS sponsored meetings, or government, civic and professional conferences and meetings. [Speeches prepared for delivery by Executive Level personnel are covered by disposition authority #N1-563-07-13, item 10.]

Disposition:

~~TEMPORARY. Cut off at end of calendar year from date of speech. Destroy or delete 1 year from cutoff or when no longer needed for reference, whichever is later.~~

Consists of original drafts of scripted, and outlined (talking points).

11 Standard Operating Procedures (SOP)

Detailed, written instructions issued to achieve uniformity of the performance of a specific function. The SOP describes a unique operating procedure within a Division where official guidance is lacking, or extremely broad.

Disposition:

TEMPORARY. Cut off at end of calendar year when superseded or obsolete. Destroy or delete 3 years after cutoff or when no longer needed for business purposes, whichever is later.