

REQUEST FOR RECORDS DISPOSITION AUTHORITY		LEAVE BLANK (NARA use only)	
		JOB NUMBER <i>NI-563-08-6</i>	
To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD, COLLEGE PARK, MID 20740-6001		Date Received <i>1-7-2008</i>	
1. FROM (Agency or establishment) Department of Homeland Security		NOTIFICATION TO AGENCY	
2. MAJOR SUB DIVISION		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request, including amendments is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
3. MINOR SUBDIVISION			
4. NAME OF PERSON WITH WHOM TO CONFER Kathy Schultz	5. TELEPHONE 202-447-5075	DATE <i>6-15-2009</i> <i>dcf</i>	ARCHIVIST OF THE UNITED STATES <i>Adrienne Thorne</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>2</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 A. 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 GRS OR SUPERSEDED JOB CITATION	10.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: Functional Committees, Task Forces and Working Groups		

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

Department of Homeland Security

1. Internal agency committees with mission-related responsibilities. Committees are established by agency authority for facilitative or operational purposes, composed wholly of full-time officers or employees of the Federal government, and related to the agency's mission, e.g., committees tasked with reviewing policy, studying reorganizations, recommending new actions or developing multi-year plans. Committees may have such titles as functional committees, commissions, boards, councils, task forces and working groups.

Committees include but are not limited to:

- Counternarcotics Coordinating Council (CCC) – an advisory body to the Counter Narcotics Enforcement Office (CNE) director, the CCC considers and addresses counternarcotics issues affecting DHS; addresses adequacy of resources for narcotics interdiction and counternarcotics efforts; assists in developing, coordinating, and implementing counternarcotics operations, strategies, policies and doctrine; and addresses areas where greater cooperation among DHS components can better achieve national drug control objectives.
- Homeland Security Intelligence Council – a group comprised of the top intelligence officials from each DHS division which meets regularly to resolve information-sharing issues.
- Information Sharing Governance Board (ISGB) – the senior-level DHS governing body for all DHS information sharing and collaboration issues.
- Information Sharing and Coordinating Council (ISCC) – a working body of the ISGB, the ISCC is a forum for the offices and components of DHS to collaborate on information sharing activities and to raise information sharing issues for consideration to the ISGB.

A. Records documenting the committee's and all subcommittees' establishment, organization, policy, membership, meetings, findings, recommendations, and accomplishments, including but not limited to such records as:

- Original charter, renewal and amended charters, bylaws, organization charts, functional statements, directives or memorandums to members concerning their responsibilities, and other materials (including correspondence) that document the organization and functions of the committee and its components.
- Policy and procedure issuances including directives, circulars, manuals, handbooks, and notices.
- Records of meetings including agendas, attendee lists, briefing books, minutes, meeting summaries, testimony, transcripts of meetings and hearings as well as audiotapes and/or videotapes of meetings and hearings which were not fully transcribed.

- Records of accomplishments including the annual report.
- Final reports and studies.
- Approved recommendations, standards, plans.
- Detailed speakers notes for speeches and testimony to outside groups and any associated visual presentation.
- Publications such as pamphlets, brochures, and posters.
- Formal and informal photographs documenting membership and activities listed above.
- News releases.

Disposition Instruction: PERMANENT.

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

For all other records: Transfer to the National Archives upon termination of the committee. Earlier periodic transfers are recommended for committees operating for 3 years or longer. All electronic records should be transferred to the National Archives within 5 years of their creation. All special media records (e.g., photographs, audio recordings, and video recordings) not in electronic format should be transferred to the National Archives within 10 years of their creation.

Date span for these records:

CCC Records

Date Span: 2008-present

Homeland Security Intelligence Council Records:

Date Span: 2005-present

ISGB Records

Date Span: 2007-present

ISCC Records:

Date Span: 2007-present

B. All other records, including such records as:

- Audiotapes and videotapes of meetings and hearings that have been fully transcribed.
- Records relating to the logistical aspects of meetings and hearings.
- Informal photographs and photographic images lacking adequate captioning, having technical or aesthetic deficiencies, or having coverage in excess of what is required for adequate and proper documentation.
- Routine records such as responses to requests for information and logistical aspects of committee meetings and hearings.
- PowerPoint presentations used for speeches that are not supplemented by speakers notes.

- Drafts, including but not limited to, drafts of reports, studies, speeches, testimony, publications.
- Pre-decisional correspondence and email messages.
- General technical analysis written to inform a broad audience about promising technologies, such as technical notes and technical information bulletins.
- Fact sheets.
- Copies of records made available via a web site.

Disposition Instruction: TEMPORARY. Cut off at end of calendar year on termination of committee. Destroy or delete 3 years after cutoff.

~~C. Raw data accumulated in connection with research studies, questionnaires, surveys and other projects.~~

~~Disposition Instruction: These records are potentially permanent and must be scheduled by submission of an SF 115 to the National Archives.~~

ITEM 1C IS STRUCK-THROUGH BECAUSE IT IS A NOTE, NOT A DISPOSITION INSTRUCTION. NARA CONCURS WITH THIS NOTE.

2. Inter-agency committees. Committees are established or utilized by one or more Federal agencies and staffed with representatives from multiple Federal agencies.

Committees include but are not limited to:

- National Communications System (NCS), including the Manager, Committee of Principals and all working groups, subcommittees, and teams. The NCS works to ensure essential communications for the nation. Emergency preparedness is at the core of its mission.
 - Committee of Principals (COP) – an interagency group that provides advice and recommendations on national security and emergency preparedness telecommunications to the Executive Office of the President.
 - Council of Representatives (COR) – a permanent working group of the COP which reviews initiatives from many sources for forwarding to the COP.
 - Federal Telecommunications Standard Committee (FTSC) – an interagency group whose objective is to achieve interoperability among functionally similar telecommunications networks, work with the NIST to establish data-communications interface standards, and to endure the federal government’s participation in programs for national and international standardization.
- Interagency Security Committee (ISC) – an interagency group that develops standards, policies and best practices for enhancing the quality and effectiveness

of physical security in, and the protection of, nonmilitary federal facilities in the United States.

- National Southwest Border Counternarcotics Interagency Council – an interagency group that provides guidance on implementing the President’s National Drug Control Strategy.
- A. Records documenting the committee’s and all subcommittees’ establishment, organization, policy, membership, meetings, findings, recommendations, and accomplishments, including but not limited to such records as:
- Original charter, renewal and amended charters, bylaws, organization charts, functional statements, directives or memorandums to members concerning their responsibilities, and other materials (including correspondence) that document the organization and functions of the committee and its components.
 - Policy and procedure issuances including directives, circulars, manuals, handbooks, and notices.
 - Records of meetings including agendas, attendee lists, briefing books, minutes, meeting summaries, testimony, transcripts of meetings and hearings as well as audiotapes and/or videotapes of meetings and hearings which were not fully transcribed.
 - Records of accomplishments including the annual report.
 - Final reports and studies.
 - Approved recommendations, standards, plans.
 - Detailed speakers notes for speeches and testimony to outside groups and any associated visual presentation.
 - Publications such as pamphlets, brochures, and posters.
 - Formal and informal photographs documenting membership and activities listed above.
 - News releases.

Disposition Instruction: PERMANENT.

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For all other records: Transfer to the National Archives upon termination of the committee. Earlier periodic transfers are recommended for committees operating for 3 years or longer. All electronic records should be transferred to the National Archives within 5 years of their creation. All special media records (e.g., photographs, audio recordings, and video recordings) not in electronic format should be transferred to the National Archives within 10 years of their creation.

Date span and volume information for a sampling of these records:

COP Records

Date Span: 2003-present

Estimated Volume: 2 gigabytes

Estimated Annual Accumulation: Unknown

Year of First Transfer to the National Archives: 2009 (immediately upon approval of this schedule)

COR Records:

Date Span: 1983-present

FTSC Records

Date Span: 1992-1998

Estimated Volume: 5 cu.ft.

Estimated Annual Accumulation: None

Year of First Transfer to the National Archives: 2009 (immediately upon approval of this schedule)

ISC Records:

Date Span: 1995-present

National Southwest Border Counternarcotics Interagency Council
Records:

Date Span: 2008-present

B. All other records, including such records as:

- Audiotapes and videotapes of meetings and hearings that have been fully transcribed.
- Records relating to the logistical aspects of meetings and hearings.
- Informal photographs and photographic images lacking adequate captioning, having technical or aesthetic deficiencies, or having coverage in excess of what is required for adequate and proper documentation.
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~~C. Raw data accumulated in connection with research studies, questionnaires, surveys and other projects.~~

~~Disposition Instruction: These records are potentially permanent and must be scheduled by submission of an SF 115 to the National Archives.~~

ITEM 2C IS STRUCK-THROUGH BECAUSE IT IS A NOTE, NOT A DISPOSITION INSTRUCTION. NARA CONCURS WITH THIS NOTE.