

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b>		LEAVE BLANK (NARA use only)	
To. NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD, COLLEGE PARK, MD 20740-6001		JOB NUMBER <i>NI-563-08-12</i>	
1 FROM (Agency or establishment) <b>Department of Homeland Security</b>		Date Received <i>1-24-2008</i>	
2 MAJOR SUB DIVISION <b>Science and Technology Directorate</b>		NOTIFICATION TO AGENCY	
3 MINOR SUBDIVISION <b>Office of National Labs</b>		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request, including amendments is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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 <b>Kathy Schultz</b>	5 TELEPHONE <b>202-447-5075</b>	DATE <i>2/24/08</i>	ARCHIVIST OF THE UNITED STATES <i>WITHDRAWN</i>
<p>6 <b>AGENCY CERTIFICATION</b></p> <p>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>17</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,</p> <p><input checked="" type="checkbox"/> is not required      <input type="checkbox"/> is attached, or      <input type="checkbox"/> has been requested</p>			
DATE <b>1/16/08</b>	SIGNATURE OF AGENCY REPRESENTATIVE <i>Kathleen A. Schultz</i>		TITLE <b>Senior Records Officer</b>
7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)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: <b>Office of National Labs</b>		

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**Science and Technology Directorate**

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The Office of National Laboratories (ONL), which executes Laboratory Facilities programs, provides the Nation with a coordinated, enduring core of productive science, technology and engineering laboratories, organizations and institutions, which can provide the knowledge and technology required to secure our homeland.

The Homeland Security Act of 2002 assigns the ONL responsibility for "the coordination and utilization of the Department of Energy (DOE) national laboratories and other sites under Section 309 in a manner to create a networked laboratory system for the purpose of supporting the missions of the Department of Homeland Security." The ONL also has the specific responsibility to develop, recommend, and coordinate implementation of operational business models, policies, processes, and procedures in the areas of resources, operations and management of the National Laboratories.

There are two distinct groups of Laboratory Facilities. One group is managed directly by the Department of Homeland Security (DHS), while the other is made up of facilities directed by non-DHS entities, such as the Department of Energy, whose services are procured to execute projects for the ONL. This Records Schedule is intended for application within those laboratory facilities directed by DHS.

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

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**1 Auditing Management**

Documents related to audits of agency programs, operations, and procedures, and audits of contractors and grantees. Includes records used to document and track response to audit, correspondence, conference materials, issue and position papers, responses, work plans, studies, corrective actions, tracking/milestones, and related records.

**Disposition:**

TEMPORARY. Cut off when audit is complete. Destroy or delete 7 years after cutoff.

**2 Budget and Finance Files**

Documents related to the administration of budget and accounting management systems including budget preparation, accounting, and related records.

**Disposition:**

TEMPORARY. Cut off at end of fiscal year. Destroy or delete 7 years after cutoff.

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**3 Committee, Conferences, and Meeting Files**

Records related to committees, and events authorized, directed, or financed in whole or in part by the facility. Records include authorities, directives, goals, objectives, planning, agendas, minutes, handouts, proceedings, and final products.

[Note: Exclude routine committee and event records covered by the General Records Schedule (GRS). Exclude records related to committees and events not sponsored by the facility, or for which the facility was not a principal participant or financier.]

**Disposition:**

PERMANENT. Cut off at end of fiscal year. Transfer to NARA 20 years after cutoff.

**4 Contamination Exposure Files**

Records related to incidents of contamination.

[Note: Exclude files related to radiation exposure. Refer to Radiation Exposure Files below.]

**Disposition:**

TEMPORARY. Cut off at end of fiscal year. Destroy or delete 75 years after cutoff.

**5 Emergency Preparedness**

Correspondence, memorandums, directives, standard operating procedures, and other documents related to emergency preparedness. Includes incident response, continuity of operations plan, and related.

**Disposition:**

TEMPORARY. Cut off when superseded or obsolete. Destroy or delete 3 years after cutoff.

**6 Employee Relations, Health, Safety, and Services**

Correspondence, memorandums, directives, forms, and policy related to employee relations and services such as employee appearance and conduct, and Employee Assistance Program (EAP). Also, records dealing with employee health and safety programs.

**Disposition:**

TEMPORARY. Cut off when obsolete or superseded. Destroy or delete 6 years after cutoff.

**7 Facility Specific Policy**

Directives, policy memorandums, and similar that enhance and explain policies created specifically for this facility only. Policies can be unique to this office or can explain policies from headquarters.

**Disposition:**

TEMPORARY. Cut off at end of fiscal year in which the records are superseded or obsolete. Destroy or delete 5 years after cutoff.

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**8 Foreign Travel Authorizations**

Forms, reports, briefing statements, correspondence, and other records created for travel to foreign countries for programmatic, national security, or personal reasons

**Disposition:**

TEMPORARY. Cut off at end of fiscal year. Destroy 7 years after cutoff.

**9 General Support Services Files**

Correspondence, memorandums, reports, invoices, forms, supporting data, and other records relating to general administrative support services functions

**Disposition:**

TEMPORARY. Cut off at end of fiscal year. Destroy or delete 6 years after cutoff.

**10 Hazardous Waste Disposal**

Records related to the disposal of hazardous wastes. The files contain disposal plans, decisions, impact statements, environmental assessments, preliminary assessments, site investigations, and policy documents. Includes reports on spills, hazardous materials, and related.

**Disposition:**

TEMPORARY. Cut off at end of fiscal year. Destroy or delete 50 years after cutoff.

**11 History Files**

Records documenting the history, accomplishments, publicity, marketing, and outreach of the facility, its leadership, and staff. Records include press releases, news articles, awards, citations, presentations, speeches, annotated photos, organization charts, biographies, timelines, and histories. Also, records of visits by officials, dignitaries, distinguished guests, and foreign guests.

**Disposition:**

PERMANENT. Cut off at end of fiscal year. Transfer to NARA 20 years after cutoff.

**12 Human Subject Control Files**

Records related to the identification, tracking, privacy, security, informed consent forms, descriptions of research performed, and related. Records also include policy on use of human subjects, how consent is gained, ethics policy, and similar.

**Disposition:**

TEMPORARY. Cut off at end of fiscal year. Destroy or delete 75 years after cutoff.

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**13 Information Technology Support**

Correspondence, memorandums, directives, planning reports, and other documents related to information technology needs and resources. Records include help desk requests, installation information, security and permitting records, and related documentation.

Does not include system backup copies kept for restoring system.

**Disposition:**

TEMPORARY. Cut off when superseded, obsolete, or the system is terminated. Destroy or delete 6 years after cutoff.

**14 Instrument Files**

Records related to the installation, operation, and care of laboratory instruments, tools, and testing equipment. Records cover calibration, testing, modification, maintenance, and repair. Also, for instruments that are available for use by researchers who are not affiliated with the facility, the records document when instruments are requested and used by visiting researchers. Records include user manuals.

**Disposition:**

TEMPORARY. Close when the equipment is no longer in facility custody. Destroy or delete 1 year after close.

**15 Inventions and Patents Files**

Records relating to the specification, design, prototype, and production of scientific instruments created by the facility including design requests, technical requirements, specifications, design drawings, engineering, fabrication, prototypes, design changes, documentation, and user manuals.

The files may also document the customization, modification, and integration of commercial instruments. Records include patent applications and patent awards. The records may contain research information not submitted to the US Patent Office.

[Note: Exclude records related to maintenance, care, and testing of facility instruments. Refer to Instrument Files (Item 3.5) under the Safety and Environment category.]

**Disposition:**

PERMANENT. Cut off at end of fiscal year. Transfer to NARA 20 years after cutoff. [NOTE Facility staff must address national security classification issues before transfer.]

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**16 Investigations and Security**

Correspondence, memorandums, directives, reports, case files, and other documents covering security incidents, employee criminal activity, investigator copies of background checks, criminal investigations, and personnel security.

**Disposition:**

TEMPORARY. Cut off at end of fiscal year after close of case. Destroy or delete 3 years after cutoff.

**17 Laboratory Animal Control Files**

Records related to the receipt, identification, tracking, handling, security, storage, feeding, disposition, and inspection of laboratory animals. Records also include policy on ethics of animal use, procedures for euthanasia, and related.

**Disposition:**

TEMPORARY. Cut off at end of fiscal year. Destroy or delete 10 years after cutoff.

**18 Laboratory Director Records**

Records consist of correspondence, reports, and related files created, received, and maintained by the Director (or person holding equivalent title).

**Disposition:**

PERMANENT. Cut off at the end of the fiscal year. Transfer to NARA 20 years after cutoff.

**19 Mail Management**

Records include routine mail, courier, and other records.

**Disposition:**

TEMPORARY. Cut off at end of fiscal year. Destroy or delete 7 years after cutoff.

**20 Management Systems Support**

Documents related to the administration of the following management systems:

- Directives Management
- Forms Management
- Reports Management
- Records Management
- Correspondence Management

**Disposition:**

TEMPORARY. Cut off at end of fiscal year. Destroy or delete 6 years after cutoff.

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**21 Master Safeguards and Security Agreements/Security-Plans**

Records establishing the baseline safeguards, security protection strategy and programs for a facility, and agreement between the Program Office and other HQ and Field Elements as to the acceptable level of risk to a facility and any measures employed to mitigate unacceptable risk. The Master Safeguards and Security Agreement, Site Safeguards and Security Plan, or Site Security Plan also provide a historical perspective on facility operations and configuration. In addition, Master Safeguards and Security Agreement, Site Safeguards and Security Plan, or Site Security Plan provide short and long-term planning profiles for safeguards and security operations at a facility

**Disposition:**

TEMPORARY Destroy 10 years after termination of the facility as a security interest

**22 Physical Security Files**

Detailed security measures for the physical protection of hazardous or controlled materials, or for the physical protection and location of equipment and facilities vital to safety. The files include physical security plans, drawings of the physical protection system, alarm system details, and safeguards procedures.

**Disposition:**

TEMPORARY. Destroy when superseded or obsolete, or 5 years after facility closes, whichever is sooner.

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**23 Program Evaluation Files**

Records related to evaluation, review, inspection, and audit of the facility. The files include correspondence, memorandums, findings, reports, studies, analysis, commentary, and related.

[Note: Exclude evaluation files covered by GAO authorities, OMB authorities, and General Records Schedules (GRS). Exclude evaluation files that resulted in litigation.]

**Disposition:**

1) Evaluations that are caused by or result in widespread regional, national or international media attention and/or extensive Congressional or other Government agency actions. Evaluations that have a significant impact on the security, safety, health, or other vital interests of the facility or the public. Evaluations that set precedents.

PERMANENT. Close after completion or termination of evaluation. Transfer to NARA 20 years after cutoff. [NOTE: Facility staff must address national security classification issues before transfer to FRC.]

2) Evaluations that are so routine in nature or broad in scope that they do not qualify for permanent retention.

TEMPORARY. Close after evaluation completion or termination. Destroy 15 years after cutoff.

**24 Program Planning Files**

Records include strategic planning, operations, and performance measurements for this facility. The files include correspondence, memorandums, reports, studies, analysis, and commentary.

**Disposition:**

PERMANENT. Cut off at end of fiscal year. Transfer to NARA 20 years after cutoff. [NOTE: Facility staff must address national security classification issues before transfer to FRC.]

**25 Property Management**

Documents related to property management including supply and inventory, uniforms, vehicles, and other equipment.

**Disposition:**

TEMPORARY. Cut off at end of fiscal year. Destroy or delete 7 years after cutoff.



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**26 Publications**

Records include final, printed versions of scientific and technical publications, reports, studies, and articles. Also, employee produced promotional posters, pamphlets, brochures, publications, and annual reports.

[Note: Exclude articles, manuscripts, dissertations, technical papers, and publications that are not produced by facility staff, and which are maintained for reference or convenience. Refer to Reference Files under the Program Records category.]

**Disposition:**

1) Publication (Record Copy)  
PERMANENT. Save one copy of each publication. Cut off at end of fiscal year. Transfer to NARA 18 years after cutoff.

2) Publications (All other copies)  
TEMPORARY. Cut off when replaced or becomes obsolete. Destroy or delete when cutoff or when no longer needed for business purposes, whichever is later.

3) Fact Sheets  
A presentation of data on any subject in a format emphasizing brevity, key points of interest or concern, a fairly minimalist design aesthetic, and a general desire to convey the most relevant information in the least amount of space.

TEMPORARY. Cut off at end of calendar year. Destroy or delete when no longer needed for reference or 1 year after cut off, whichever is later.

4) Newsletter  
A regularly distributed publication covering topics of interest to employees or members of the distribution list; includes news and upcoming events of the organization, as well as contact information for general inquiries.

TEMPORARY. Destroy or delete 1 year from date of publication.

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**27 Radiation Contamination Control Program Records**

This series includes correspondence concerning or documenting accurate, quantitative description of the exposure of personnel to external radiation and internally deposited radionuclides, including development of appropriate regulations and procedures used as a basis for the radiation contamination control program; excludes individual employee files.

**Disposition:**

a. Personnel exposure dose record concerning or documenting radiation exposure dose to the individual due to alpha, beta, gamma, and neutron radiation as determined by personnel radiation monitors or by estimates based on other radiation dose instruments.

(1) Results of equipment calibration establishing the authenticity of the above dose results.

TEMPORARY. Cut off at the close of the fiscal year. Destroy 75 years after cutoff.

(2) Automatic data processing system programs, codes, instruction tapes, and discs if used for retrieval of item above.

TEMPORARY. Cut off at the close of the fiscal year. Destroy 75 years after cutoff.

(3) Worksheets, requests for analysis, chart records recording information which must be interpreted or further modified before use, automatic data processing system input records, other information used in interim calculations or to verify that recorded data is correct (such as checksheets), film badges, and statistical summaries duplicating the above exposure data.

TEMPORARY Destroy when the exposure record has been verified and approved, or after 1 year, whichever is earlier

b. Technical standards, operating guides, laboratory, operating, and radiation contamination control procedures describing the technical and administrative basis for the radiation contamination protection program.

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(1). Historical file or standards, guides, and procedures, including revisions and background records defining philosophy in development, methods of evaluation and mode and scope of radiation contamination protection efforts.

PERMANENT. Cut off the file at the close of the fiscal year. Transfer to the National Archives and Records Administration in five year blocks 25 years after cutoff.

(2). Detail plans for specific jobs performed within the scope of the above procedures and similar records relating to routine daily operations.

TEMPORARY. Destroy when purpose has been served or after 1 year, whichever is earlier.

c. Logbooks (chronological history) which provide a concise summary of shift and daily activities, including unusual incidents, radiation and contamination problems, release of radionuclides to work areas or public zones, interpretation of unusual chart recordings and similar items.

TEMPORARY. Cut off at the close of the fiscal year. Destroy 75 years after cutoff.

d. Routine radiation and contamination surveys and air sample logs, including resulting laboratory analyses and equipment calibration, indicating no unusual health or safety problems.

TEMPORARY. Cut off at the close of the fiscal year. Destroy 75 years after cutoff.

e. Recorder chart records of radiation and contamination detected by air activity monitors (gaseous and particulate) ionization chambers.

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(1). Records directly relating to the workplace.

TEMPORARY. Cut off at the close of the fiscal year.  
Destroy 75 years after cutoff.

(2). All other records.

TEMPORARY. Destroy when purpose is served or when 3 months old, whichever is earlier.

f. Reports and engineering studies of unusual radiation or contamination problems.

TEMPORARY. Cut off at the close of the fiscal year.  
Destroy 100 years after cutoff.

g. Radiation Detection Instrument Calibration.

(1). Report instrument and equipment distribution, decontamination, performance, inventories, statistical data, physical status, operating condition, and any related data.

TEMPORARY. Destroy when purpose is served or when 1 year old, whichever is earlier.

(2). Radiation Detection Charts used with alarm systems to record radiation in excess of established guides in production plant areas, provided unusual radiation data are posted to other records which are retained.

TEMPORARY. Destroy when purpose is served or when 75 years old.

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**28 Radiation Exposure Files**

Records related to incidents of individual radiation exposure. Records include bioassays, results of whole body counting examinations, and Unassigned Film Badge Use reports

**Disposition:**

TEMPORARY. Cut off at end of fiscal year. Destroy or delete 75 years after cutoff.

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**29 Research Case Files**

A project case file includes all records related to the project and may include, but are not limited to:

1. Administrative records that include correspondence relating to project justification, staffing, initiation or execution; project management plans, records management plans; and periodic status reports.
2. Financial documents which include: budgets, cost runs, work breakdown structure and travel expenditures.
3. Contractual and procurement documents which include: funded proposals, sponsor contracts, subcontracts, contract specifications, statements of work, letters of instruction, related service agreements and accompanying instructions and technical procedures and study protocols; procurement specifications and purchase orders and any subsequent revisions.
4. Quality assurance documents include, but are not limited to: quality assurance plans, and related reports of QA audits, project assessments, nonconformance and corrective action reports, deficiency reports, and certificates of conformance.
5. Design documentation including experimental set up, schematics, flow charts and logs, test controls and instructions, test records and certifications, measuring and test equipment control listings, and calibration records.
6. Basic data sheets and data logs
7. Computer code documentation and software/hardware requirements, including benchmark test/data results. File specifications, record layouts relating to a master file or database authorized for disposal.

**Disposition:**

- 1) Significant Research Records  
Records in this category must meet one of the below listed criteria. These records may be datasets, field records and any other information necessary to understand the research project.
- Records for projects which received national or international awards of distinction
  - Active participation of nationally or internationally prominent investigators
  - Research which resulted in significant improvement in the security, safety, health, or other vital national interests
  - Scientific endeavors that were the subject of widespread national or international media attention and/or extensive Congressional or other government agency investigation
  - Show the development of new and nationally or internationally significant techniques that are critical for future scientific endeavors
  - Research that led to the development of a "first of its kind" process or product
  - research that improved an existing process, product, or application; or made a significant impact or implications on future research or the development of national or international scientific, security, political, economic, or social priorities. Any manuals, software code, etc. needed to understand, interpret, or preserve electronic records listed in this item must be retained and transferred with the records they support.

PERMANENT. Close after project completion or termination. Transfer to NARA 20 years after cutoff.  
[NOTE: Staff must address national security classification issues before transfer to FRC.]

- 2) Projects that do not qualify under criteria for permanent projects.

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8. Technical documents which include: technical papers, significant technical correspondence, engineering plans and drawings, final reports, photographs and negatives related to the project; test schedules, specifications, final approved standards, final research data, statistical analyses, tables, charts, graphs, computer printouts or analyses of scientific or engineering data, and other accumulated records documenting the progress and completion of R&D projects.

TEMPORARY. Close after project completion or termination. Destroy or delete 25 years after cutoff.

9. Supporting technical information which includes: preliminary reports, notes and working papers, computer printouts, draft copies of papers used by technical writers and any other preliminary or draft copies.

10. Preliminary sketches, drawings, specifications, and photographs

11. Raw data in various media used to collect and assemble data of a preliminary or intermediate character generated from such processes as experiments or observations used for reference in arriving at determinations in the conduct of research projects or determined to have probable value for secondary evaluations or future experiments.

12. Evaluated or summarized data resulting from study of raw data including memoranda, graphs, tabulations, reports, log books, and related papers.

13. Controlled notebooks issued to researchers specifically to document research results.  
These notebooks contain technical and scientific data accumulated from the conduct of research and development and are often not duplicated in technical reports or project case files. These notebooks frequently contain data essential in establishing patent or invention rights.

14. Technical Progress Reports submitted by National Laboratory Field Sites or other project offices to show the initiation and degree of completion of projects, and consolidated reports.

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**30 Routine Environmental Quality and Impact Materials**

Correspondence, memorandums, directives, reports, and other documents related to environmental quality and impact. These are routine records that are administrative in nature. The records do not document spills or contamination. Records on spills, storage, non-routine reports, etc. are to be filed under the appropriate item in 3.0 Health and Safety Records.

**Disposition:**

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

**31 Safety and Health Files**

Records related to health and safety inspections. Inspection files include safety checklists; safety, health, environmental and fire prevention and protection reports; correspondence; inspection plans; and notices of hazardous or unsafe conditions. Also included are reports by employees concerning unsafe conditions.

The committee files include safety and health committees' meeting minutes, planning documents, work products, and correspondence.

[Note: Exclude files related to radiation. Refer to Radiation Files below.]

**Disposition:**

1) Safety Inspection Files

TEMPORARY. Close at end of fiscal year after completion or termination of inspection. Destroy or delete 25 years after cutoff

2) Safety Committee Files

TEMPORARY. Close at end of fiscal year after completion of specific project or termination of committee. Destroy or delete 50 years after cutoff.

**32 Sample Control Files**

Records related to the receipt, identification, tracking, handling, security, storage, disposition, and inspection of biological, geological or other laboratory samples.

**Disposition:**

TEMPORARY. Cut off at end of fiscal year. Destroy or delete 50 years after cutoff.

**33 Security Alarm and Access Control System Files - Maintenance Records**

These records contain all activity concerning preventive and corrective maintenance performed on the alarm system and the sub-components. Files consist of maintenance requests, test reports, schedules, notification letters and activity journals containing the on-site records for alarm system maintenance.

**Disposition:**

TEMPORARY. Cut off at the end of the fiscal year. Destroy 3 years after cutoff.



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**34 Security Alarm and Access Control System Files - Manufacturers Documentation**

Files include manufacturer's operations and technical manuals for the equipment installed as part of the Security Alarm System. These records include information on individual components, for both the security alarm systems and the electronic access control systems.

**Disposition:**

TEMPORARY. Destroy when current system is upgraded or replaced.

**35 Security and Law Enforcement Policy**

Records include law enforcement rules and regulations, policy memorandums and directives, and other documents covering policies and procedures for providing agency security. Includes reports about site specific threats and related.

**Disposition:**

TEMPORARY. Cut off when superseded or obsolete. Destroy or delete 7 years after cutoff

**36 Technical Surveillance Countermeasures Files**

Threat Files Files contain reports of known or suspected technical and nontechnical security information, methodology, technologies used, suspected individual(s) or groups, reports of actions directed against U.S. Government and commercial interest and/or personnel.

**Disposition:**

TEMPORARY. Review annually. Destroy when superseded or obsolete.

**37 Training and Exercise Files**

Records include correspondence, marketing, registrations, attendance, evaluations, sign-in sheets, course materials, and lessons learned created for facility-sponsored training, outreach, and exercises

**Disposition:**

TEMPORARY. Cut off at end of fiscal year when superseded, obsolete, or no longer needed. Destroy or delete 1 year after cutoff.

**38 Unfunded Proposal Files**

Records include unfunded proposals, background materials, supportive documentation, correspondence, and justifications for and against the proposals.

**Disposition:**

TEMPORARY. Cut off at end of fiscal year. Destroy or delete 10 years after cutoff.

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**39 Workforce Management and Analysis**

Correspondence, memorandums, directives, reports, and other documents related to workforce management. Records include such topics as position classifications, payroll, employee attendance and leave, recruitment, and related. Records also include workforce analysis such as organizational design (not organizational charts), staffing patterns, model workplace pilot program, etc.

**Disposition:**

TEMPORARY. Cut off at end of calendar year when completed or superseded. Destroy or delete 6 years after cutoff.