

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 NI-563-08-40	
1 FROM (Agency or establishment) Department of Homeland Security		Date Received 8/18/08	
2 MAJOR SUB DIVISION Management		NOTIFICATION TO AGENCY	
3 MINOR SUBDIVISION Office of the Chief Administrative Officer		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request, including amendments is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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 4/1/09	ARCHIVIST OF THE UNITED STATES WITHDRANN
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 8/11/08	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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)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: HQ Consolidation Records		

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

Management

A portion of the former St Elizabeths Mental Hospital site has been selected to serve as the unified Department of Homeland Security (DHS) Headquarters site. The records created and managed by the project office include studies and surveys associated with the site development, space and infrastructure needs, and planning for the move.

The move to the St Elizabeths West Campus will take place in three phases. In phase one, the United States Coast Guard (USCG) Headquarters will relocate to the campus with the majority of the remainder of Department of Homeland Security headquarters and component headquarters following in two other phases thereafter.

The St Elizabeths Campus is a National Historic Landmark District. In compliance with the National Historic Preservation Act (NHPA), GSA has initiated the Section 106 process to evaluate the effects of the proposed re-development on the historic structures and landscape. As part of the Section 106 process, GSA has commenced consultation with the D.C. State Historic Preservation Officer (SHPO), the Advisory Council on Historic Preservation (ACHP) and other consulting parties. GSA anticipates the consultation will conclude with a Programmatic Agreement with the SHPO and ACHP as signatories. Through the Programmatic Agreement, the parties will determine the process to minimize any potential adverse effect the re-development may have on the historic resources.

All original documentation regarding the redevelopment of the facility will be provided to the General Services Administration (GSA) and maintained by them as the official file. DHS copies of these documents, except as noted below, are working copies for use while the project is being implemented.

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

1 Project Files (DHS copy)

Project documentation prepared to plan, document and implement the site development. Documentation may include, but is not limited to correspondence, memoranda, reports, and other records tracking assignments, progress, management and completion of the project, and property and construction records including, site maps and surveys, plot plans, architect's sketches, working diagrams, preliminary drawings, blueprints, master tracings, utility outlet plans, equipment location plans, specifications, construction progress photographs, and inspection reports.

Disposition:

TEMPORARY Destroy or delete 5 years after completion of project or discontinuance of facility or 1 year after responsible office determines it is no longer needed for legal, audit, administrative or business purposes, whichever is longer.

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

2 Surveys and Questionnaires

Surveys, questionnaires and other raw data accumulated where the information has been consolidated or aggregated in analyses, reports, or studies

Disposition:

TEMPORARY Destroy or delete 3 years after date survey completed or date results are reported/published, whichever is later