

## Request for Records Disposition Authority

Records Schedule Number      DAA-0566-2017-0033  
 Schedule Status                Approved  
  
 Agency or Establishment        Citizenship and Immigration Services  
 Record Group / Scheduling Group   Records of U.S. Citizenship and Immigration Services  
 Records Schedule applies to    Major Subdivision  
 Major Subdivision                Public Affaris  
 Minor Subdivision                Employee Communications and Engagement Division  
 Schedule Subject                 Employee Communications and Engagement  
 Internal agency concurrences will be provided      No

**Background Information**

The Employee Communications and Engagement Division in the Office of Communications oversees and coordinates official USCIS communications with internal stakeholders by:

- Managing communications and messaging with USCIS's internal stakeholders
- Facilitating consistent messaging and imaging for USCIS
- Empowering employees with the tools needed to perform their jobs
- Informing employees regarding USCIS benefits and services

The Employee Communications and Engagement Division regularly clears internal communication materials with the Office of the Director.

Under DHS Management Directives (MDs) 2010 and 2230, the Office of Communications is empowered as official spokesperson for the agency and must adhere to DHS MDs as they apply to the dissemination of information through (but not limited to) press releases, the posting of web content, social media profiles and the use of internal publications

**Item Count**

| Number of Total Disposition Items | Number of Permanent Disposition Items | Number of Temporary Disposition Items | Number of Withdrawn Disposition Items |
|-----------------------------------|---------------------------------------|---------------------------------------|---------------------------------------|
| 9                                 | 0                                     | 9                                     | 0                                     |

**GAO Approval**

## Outline of Records Schedule Items for DAA-0566-2017-0033

| Sequence Number |   |
|-----------------|---|
| 1               | This schedule covers the following OCOMM products and services:   |
| 1.1             | Leadership Guidance<br>Disposition Authority Number: DAA-0566-2017-0033-0001                            |
| 1.2             | Broadcast Messages<br>Disposition Authority Number: DAA-0566-2017-0033-0002                             |
| 1.3             | Director / Deputy Director Messages<br>Disposition Authority Number: DAA-0566-2017-0033-0003            |
| 1.4             | USCIS Today<br>Disposition Authority Number: DAA-0566-2017-0033-0004                                    |
| 1.5             | Our Stories<br>Disposition Authority Number: DAA-0566-2017-0033-0005                                    |
| 1.6             | Leadership in Focus<br>Disposition Authority Number: DAA-0566-2017-0033-0006                            |
| 1.7             | Employee Director's and Secretary's Town Halls<br>Disposition Authority Number: DAA-0566-2017-0033-0007 |
| 1.8             | USCIS Innovation<br>Disposition Authority Number: DAA-0566-2017-0033-0008                               |
| 1.9             | Pulse Polls/Surveys Results<br>Disposition Authority Number: DAA-0566-2017-0033-0009                    |

## Records Schedule Items

| Sequence Number |  |
|-----------------|--|
| 1               | <p>This schedule covers the following OCOMM products and services:</p>   |
| 1.1             | <p><b>Leadership Guidance</b></p> <p>Disposition Authority Number      DAA-0566-2017-0033-0001</p> <p>Leadership guidance distributed via email from the "Internal Communications, USCIS" mailbox to senior leaders to provide advance notice on operation or policy changes as well leadership updates. The final draft issued by OCOMM.</p> <p>Final Disposition                      Temporary</p> <p>Item Status                              Active</p> <p>Is this item media neutral?          Yes</p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?      No</p> <p><b>Disposition Instruction</b></p> <p>Retention Period                      Destroy 4 year(s) after original (or final) publication.</p> <p><b>Additional Information</b></p> <p>GAO Approval                          Not Required</p> |
| 1.2             | <p><b>Broadcast Messages</b></p> <p>Disposition Authority Number      DAA-0566-2017-0033-0002</p> <p>This official email communicates critical messages to the entire workforce for the entire workforce (such as early dismissals, major policy updates, and significant employee resource updates). Final version distributed by OCOMM.</p> <p>Final Disposition                      Temporary</p> <p>Item Status                              Active</p> <p>Is this item media neutral?          Yes</p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?      No</p> <p><b>Disposition Instruction</b></p> <p>Retention Period                      Destroy 4 year(s) after original (or final) publication.</p>  |

|                               |  |                         |
|-------------------------------|--|-------------------------|
| 1.3                           | <b>Additional Information</b>  |                         |
|                               | GAO Approval   | Not Required            |
|                               | <b>Director / Deputy Director Messages</b>   |                         |
|                               | Disposition Authority Number   | DAA-0566-2017-0033-0003 |
|                               | Official email to the agency's workforce communicates priority messages from the Director such as holiday messages or special announcements. Final version issued by OCOMM.                                    |                         |
|                               | Final Disposition  | Temporary               |
|                               | Item Status  | Active                  |
|                               | Is this item media neutral?  | Yes                     |
|                               | Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?  | No                      |
|                               | <b>Disposition Instruction</b>   |                         |
| Retention Period              | Destroy 4 year(s) after original (or final) publication.   |                         |
| 1.4                           | <b>Additional Information</b>  |                         |
|                               | GAO Approval   | Not Required            |
|                               | <b>USCIS Today</b>   |                         |
|                               | Disposition Authority Number   | DAA-0566-2017-0033-0004 |
|                               | The agency's electronic newsletter distributed agency-wide several times a week. The Today consists of announcements, jobs/details, current headlines, events and spotlight articles drafted by the workforce. |                         |
|                               | Final Disposition  | Temporary               |
|                               | Item Status  | Active                  |
|                               | Is this item media neutral?  | Yes                     |
|                               | Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?  | No                      |
|                               | <b>Disposition Instruction</b>   |                         |
| Retention Period              | Destroy 2 year(s) after original (or final) publication.   |                         |
| <b>Additional Information</b> |  |                         |
| GAO Approval                  | Not Required   |                         |

1.5

**Our Stories**

Disposition Authority Number      DAA-0566-2017-0033-0005

A dedicated area of the USCIS Connect home page focused on highlighting employees. The channel highlights personal achievements and life stories of our diverse global workforce.

Final Disposition                      Temporary

Item Status                              Active

Is this item media neutral?          Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?      No

**Disposition Instruction**

Retention Period                      Destroy 2 year(s) after original (or final) publication.

**Additional Information**

GAO Approval                          Not Required

1.6

**Leadership in Focus**

Disposition Authority Number      DAA-0566-2017-0033-0006

A feed populated with photos and news about USCIS leadership "in-action" to which employees can subscribe to receive updates.

Final Disposition                      Temporary

Item Status                              Active

Is this item media neutral?          Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?      No

**Disposition Instruction**

Retention Period                      Destroy 2 year(s) after original (or final) publication.

**Additional Information**

GAO Approval                          Not Required

1.7

**Employee / Director's and Secretary's Town Halls**

Disposition Authority Number      DAA-0566-2017-0033-0007

|                              |   |  |
|------------------------------|---|--|
| 1.8                          | <b>Town halls provide a venue for the Director to gather the workforce (both at HQ and in the field) and provide agency updates and answer questions. We post and retain transcripts.</b>   |  |
|                              | Final Disposition   | Temporary  |
|                              | Item Status   | Active   |
|                              | Is this item media neutral?   | Yes  |
|                              | Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?   | No   |
|                              | <b>Disposition Instruction</b>  |  |
|                              | Retention Period  | Destroy 4 year(s) after original (or final) publication.   |
|                              | <b>Additional Information</b>   |  |
|                              | GAO Approval  | Not Required   |
|                              | <b>USCIS Innovation</b>   |  |
| Disposition Authority Number | DAA-0566-2017-0033-0008   |  |
|                              | <b>A new platform launch in FY2015 allows employees to submit, vote and comment on ideas from their colleagues to improve agency operations. Submissions are vetted by subject matter experts across the agency for implementation consideration.</b> |  |
| 1.9                          | Final Disposition   | Temporary  |
|                              | Item Status   | Active   |
|                              | Is this item media neutral?   | Yes  |
|                              | Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?   | No   |
|                              | <b>Disposition Instruction</b>  |  |
|                              | Retention Period  | Destroy 2 year(s) after date of initial submission of idea |
|                              | <b>Additional Information</b>   |  |
|                              | GAO Approval  | Not Required   |
|                              | <b>Pulse Polls/Surveys Results</b>  |  |
|                              | Disposition Authority Number  | DAA-0566-2017-0033-0009                                    |

**Results of Pulse Poll surveys designed to gather input or feedback from across the agency with a focus on improving employee relations. Posted monthly on USCIS Connect.**

**Final Disposition** Temporary

**Item Status** Active

**Is this item media neutral?** Yes

**Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?** Yes

**Do any of the records covered by this item exist as structured electronic data?** Yes

**Disposition Instruction**

**Retention Period** Destroy 2 year(s) after conclusion of poll

**Additional Information**

**GAO Approval** Not Required

## 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 in this schedule are not now needed for the business of the agency or will not be needed after the retention periods specified.

## Signatory Information

| Date       | Action                   | By               | Title                                   | Organization  |
|------------|--------------------------|------------------|---|---|
| 05/12/2017 | Certify                  | Joseph Martinez  | Records Officer                         | US Citizenship and Immigration Services - Policy and Implementation Branch                  |
| 03/26/2019 | Return for Revision      | Ashby Crowder    | Archives Specialist                     | National Archives and Records Administration - ACRA   |
| 03/28/2019 | Submit For Certification | Andrew Smith     | Management and Program Analyst          | USCIS - USCIS   |
| 03/28/2019 | Certify                  | Andrew Smith     | Management and Program Analyst          | USCIS - USCIS   |
| 05/24/2019 | Return for Revision      | Ashby Crowder    | Archives Specialist                     | National Archives and Records Administration - ACRA   |
| 06/14/2019 | Submit For Certification | Andrew Smith     | Management and Program Analyst          | USCIS - USCIS   |
| 06/14/2019 | Certify                  | Andrew Smith     | Management and Program Analyst          | USCIS - USCIS   |
| 09/19/2019 | Submit for Concurrence   | Ashby Crowder    | Archives Specialist                     | National Archives and Records Administration - ACRA   |
| 09/25/2019 | Concur                   | Margaret Hawkins | Director of Records Management Services | National Records Management Program - ACNR Records Management Services                      |
| 09/25/2019 | Concur                   | Laurence Brewer  | Chief Records Officer                   | National Records and Archives Administration - National Records and Archives Administration |
| 09/26/2019 | Approve                  | David Ferriero   | Archivist of the United States          | Office of the Archivist - Office of the Archivist   |