

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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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 Disposition Authority Number: DAA-0566-2017-0033-0001
1.2	Broadcast Messages Disposition Authority Number: DAA-0566-2017-0033-0002
1.3	Director / Deputy Director Messages Disposition Authority Number: DAA-0566-2017-0033-0003
1.4	USCIS Today Disposition Authority Number: DAA-0566-2017-0033-0004
1.5	Our Stories Disposition Authority Number: DAA-0566-2017-0033-0005
1.6	Leadership in Focus Disposition Authority Number: DAA-0566-2017-0033-0006
1.7	Employee Director's and Secretary's Town Halls Disposition Authority Number: DAA-0566-2017-0033-0007
1.8	USCIS Innovation Disposition Authority Number: DAA-0566-2017-0033-0008
1.9	Pulse Polls/Surveys Results Disposition Authority Number: DAA-0566-2017-0033-0009

Records Schedule Items

Sequence Number	
1	This schedule covers the following OCOMM products and services:
1.1	Leadership Guidance Disposition Authority Number DAA-0566-2017-0033-0001 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. 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 4 year(s) after original (or final) publication. Additional Information GAO Approval Not Required
1.2	Broadcast Messages Disposition Authority Number DAA-0566-2017-0033-0002 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. 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 4 year(s) after original (or final) publication.

1.3

Additional Information

GAO Approval Not Required

Director / Deputy Director Messages

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

Disposition Instruction

Retention Period Destroy 4 year(s) after original (or final) publication.

Additional Information

GAO Approval Not Required

1.4

USCIS Today

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

Disposition Instruction

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

Additional Information

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

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.

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 4 year(s) after original (or final) publication.

Additional Information

GAO Approval Not Required

USCIS Innovation

Disposition Authority Number DAA-0566-2017-0033-0008

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.

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 date of initial submission of idea

Additional Information

GAO Approval Not Required

1.9

Pulse Polls/Surveys Results

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