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NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
Request for Records Disposition Authority

Records Schedule: DAA-0567-2015-0004

Request for Records Disposition Authority

Records Schedule Number DAA-0567-2015-0004
Schedule Status Returned Without Action
Agency or Establishment Immigration and Customs Enforcement
Record Group / Scheduling Group Records of the Bureau of Immigration and Customs Enforcement
Records Schedule applies to Agency-wide
Schedule Subject Records for the Bureau of Immigration and Customs Enforcement Leadership Offices.
Internal agency concurrences will be provided No

Background Information U.S. Immigration and Customs Enforcement (ICE) enforces federal laws governing border control, customs, trade and immigration to promote homeland security and public safety. ICE was created in 2003 through a merger of the investigative and interior enforcement elements of the former U.S. Customs Service and the Immigration and Naturalization Service.

ICE's primary mission is to promote homeland security and public safety through the criminal and civil enforcement of federal laws governing border control, customs, trade and immigration. This mission is executed through the enforcement of more than 400 federal statutes and focuses on smart immigration enforcement, preventing terrorism and combating the illegal movement of people and good.

Immigration enforcement is the largest single area of responsibility for ICE. While certain responsibilities and close cooperation with U.S. Customs and Border Protection, U.S. Citizenship and Immigration Services, and others require significant ICE assets near the border, the majority of immigration enforcement work for ICE takes place in the country's interior.

ICE special agents help businesses secure a lawful workforce and enforce immigration laws against those who encourage and rely on unauthorized workers, sometimes taking advantage of their situation to offer low pay and inadequate conditions. Multiple programs help ICE focus and improve on stated priorities to find and remove illegal aliens who are criminals, fugitives or recent arrivals. Immigration enforcement entails cracking down on those who produce fraudulent documents to enable unlawful activity. Additionally, sever efforts seek

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to continue improving the safe and humane detention and removal of persons subject to these actions.

Illegal trade predominantly involves guns, money and drugs, but ICE's responsibilities extend much further into all kinds of illegal and counterfeit merchandise coming into the country. ICE's responsibilities include the repatriation of cultural treasures out of the country to original owners abroad, and combating the trade of child pornography and much more.

Most ICE offices and programs have a role in preventing terrorism. Several are on the front line of this effort, either identifying dangerous persons before they enter the U.S. or finding them as they violate immigration and customs laws. ICE also works to prevent the illegal export of U.S. technology that could be used or repurposed to do harm.

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
0	0	0	42

GAO Approval

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NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
Request for Records Disposition Authority

Records Schedule. DAA-0567-2015-0004

Outline of Records Schedule Items for DAA-0567-2015-0004

Sequence Number	
1	Non-Monetary Employee Awards Disposition Authority Number: DAA-0567-2015-0004-0001
2	International Removal and Deportation Agreements Disposition Authority Number: DAA-0567-2015-0004-0002
3	Internal Affairs Significant Misconduct Investigative Case Files Disposition Authority Number: DAA-0567-2015-0004-0003
4	Internal Affairs Routine Misconduct Investigative Case Files Disposition Authority Number: DAA-0567-2015-0004-0004
5	Mismanagement Inquiries and Allegations Files Disposition Authority Number: DAA-0567-2015-0004-0005
6	Communication Case Files Disposition Authority Number: DAA-0567-2015-0004-0006
7	Safety Inspection Files Disposition Authority Number: DAA-0567-2015-0004-0007
8	Policy Development Case Files - Adopted Policy Masters Disposition Authority Number: DAA-0567-2015-0004-0008
9	Policy Development Case Files - Development and Background Information Disposition Authority Number: DAA-0567-2015-0004-0009
10	Policy Development Case Files - Policies Not Adopted Disposition Authority Number: DAA-0567-2015-0004-0010
11	Giglio and Henthorne Requests - Negative Responses Disposition Authority Number: DAA-0567-2015-0004-0011
12	Giglion and Henthorn Requests - Positive Response Disposition Authority Number: DAA-0567-2015-0004-0012
13	Tasking Records Disposition Authority Number: DAA-0567-2015-0004-0013
14	Internal Review Case Files Disposition Authority Number: DAA-0567-2015-0004-0014
15	Training Participation Records Disposition Authority Number: DAA-0567-2015-0004-0015
16	Detainee Sexual Abuse and Assault Files Disposition Authority Number: DAA-0567-2015-0004-0016
17	Inspection Files Disposition Authority Number: DAA-0567-2015-0004-0017
18	Death Review Files

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19	Disposition Authority Number: DAA-0567-2015-0004-0018 Review and Advice Records Disposition Authority Number: DAA-0567-2015-0004-0019
20	Security Control and Monitoring Documentation Records Disposition Authority Number: DAA-0567-2015-0004-0020
21	Security Assessment Reports Disposition Authority Number: DAA-0567-2015-0004-0021
22	Administratively Controlled Nondisclosure Agreements - Case Related Disposition Authority Number: DAA-0567-2015-0004-0022
23	Administratively Controlled Nondisclosure Agreements - Non- Case Related Disposition Authority Number: DAA-0567-2015-0004-0023
24	Self-Inspection Program Files Disposition Authority Number: DAA-0567-2015-0004-0024
25	Prison Rape Elimination Act (PREA) Records Disposition Authority Number: DAA-0567-2015-0004-0025
26	Detainee Telephone Rate Records Disposition Authority Number: DAA-0567-2015-0004-0026
27	Mental Health Guidance Records Disposition Authority Number: DAA-0567-2015-0004-0027
28	Presentation Records Disposition Authority Number: DAA-0567-2015-0004-0028
29	Principal Legal Advisor/Deputy Principal Legal Advisor Calendars Disposition Authority Number: DAA-0567-2015-0004-0029
30	Conference Call Notes Disposition Authority Number: DAA-0567-2015-0004-0030
31	Congressional Briefing Reports Disposition Authority Number: DAA-0567-2015-0004-0031
32	Congressional Hearing Records Disposition Authority Number: DAA-0567-2015-0004-0032
33	Informal Congressional Information Requests and Responses Disposition Authority Number: DAA-0567-2015-0004-0033
34	Private Legislation Bills Disposition Authority Number: DAA-0567-2015-0004-0034
35	Non-Executive Presentation Preparatory Files Disposition Authority Number: DAA-0567-2015-0004-0035
36	Strategic Planning Files Disposition Authority Number: DAA-0567-2015-0004-0036
37	Report Review Files

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38	Disposition Authority Number: DAA-0567-2015-0004-0037 External Web Content Management Records Disposition Authority Number: DAA-0567-2015-0004-0038
39	Media Inquiries Disposition Authority Number: DAA-0567-2015-0004-0039
40	Media Distribution Lists Disposition Authority Number: DAA-0567-2015-0004-0040
41	Talking Points Disposition Authority Number: DAA-0567-2015-0004-0041
42	Controlled Correspondence Disposition Authority Number: DAA-0567-2015-0004-0042

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NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
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Records Schedule: DAA-0567-2015-0004

Records Schedule Items

Sequence Number	
1	<p data-bbox="349 412 803 446">Non-Monetary Employee Awards</p> <p data-bbox="349 463 1128 497">Disposition Authority Number DAA-0567-2015-0004-0001</p> <p data-bbox="349 514 1247 549">Department level awards bestowed on employees by the Director.</p> <p data-bbox="349 566 901 600">Final Disposition Temporary</p> <p data-bbox="349 617 901 651">Item Status Withdrawn</p> <p data-bbox="349 668 803 702">Is this item media neutral? Yes</p> <p data-bbox="349 719 803 753">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 data-bbox="349 885 657 919">Disposition Instruction</p> <p data-bbox="349 936 1230 970">Cutoff Instruction Cut off at the end of the fiscal year.</p> <p data-bbox="349 987 1153 1021">Retention Period Destroy 3 year(s) after cutoff.</p> <p data-bbox="349 1064 657 1098">Additional Information</p> <p data-bbox="349 1115 933 1149">GAO Approval Not Required</p>
2	<p data-bbox="349 1178 1055 1212">International Removal and Deportation Agreements</p> <p data-bbox="349 1229 1128 1264">Disposition Authority Number DAA-0567-2015-0004-0002</p> <p data-bbox="349 1281 1469 1391">International agreements developed for the issuance of travel documents and repatriation of foreign nationals describing the conditions that must be followed for the action of removal and deportation to each individual country.</p> <p data-bbox="349 1408 901 1442">Final Disposition Temporary</p> <p data-bbox="349 1459 901 1493">Item Status Withdrawn</p> <p data-bbox="349 1510 803 1544">Is this item media neutral? Yes</p> <p data-bbox="349 1561 803 1596">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 data-bbox="349 1727 657 1761">Disposition Instruction</p> <p data-bbox="349 1779 1469 1917">Cutoff Instruction Cut off when agreement is no longer in effect. Keep agreement for as long as both parties agree to abide by the document or until an update.amendment is completed.</p>

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Retention Period	Destroy 5 year(s) after cutoff.
Additional Information	
GAO Approval	Not Required
Internal Affairs Significant Misconduct Investigative Case Files	
Disposition Authority Number	DAA-0567-2015-0004-0003
<p>Case files developed during the investigations of known or alleged fraud, abuse and irregularities or violations of laws and regulations. Cases are conducted by the Office of Professional Responsibility special agents, and relate to agency personnel, programs, and operations administered or financed by the agency, including contractors and others having a relationship with the agency. Includes investigative records of a criminal, civil, or administrative nature to include but not limited to correspondence, interviews, notes, images, attachments, working papers, hotline complaints, and other miscellaneous complaint files. These significant misconduct investigative case files involve substantive information relating to national security; attracted substantial media or Congressional attention; resulted in substantial changes in ICE policy or procedures; or involved substantial misconduct on the part of senior agency officials, defined as the agency head or head of a significant agency component.</p>	
Final Disposition	Permanent
Item Status	Withdrawn
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	
Cutoff Instruction	Cut off when case is closed or when all actions have been completed.
Transfer to the National Archives for Accessioning	Transfer to the National Archives 20 year(s) after cutoff.
Additional Information	
What will be the date span of the initial transfer of records to the National Archives?	Unknown Unknown
How frequently will your agency transfer these records to the National Archives?	Unknown Unknown

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Internal Affairs Routine Misconduct Investigative Case Files

Disposition Authority Number DAA-0567-2015-0004-0004

Case files developed during the investigations of known or alleged fraud, abuse and irregularities or violations of laws and regulations. Cases are conducted by the Office of Professional Responsibility special agents, and relate to agency personnel, programs, and operations administered or financed by the agency, including contractors and others having a relationship with the agency. Includes investigative records of a criminal, civil, or administrative nature to include but not limited to correspondence, interviews, notes, images, attachments, working papers, hotline complaints, and other miscellaneous complaint files. These investigative case files do not meet the criteria for becoming significant case files.

Final Disposition Temporary

Item Status Withdrawn

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

Cutoff Instruction Cut off at the end of the calendar year in which case is closed or when all actions have been completed.

Retention Period Destroy 25 year(s) after cutoff.

Additional Information

GAO Approval Not Required

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Mismanagement Inquiries and Allegations Files

Disposition Authority Number DAA-0567-2015-0004-0005

Case files developed to examine non-criminal type complaints or allegations levied against ICE employees or programs. These cases do not involve criminal behavior or serious misconduct on the part of the employee, or gross mismanagement by the program. Inquiries are conducted by an ICE Fact-Finder, or program office designee with consultation and oversight provided by the Office of Professional Responsibility (OPR). All complaints or allegations are screened by OPR prior to being referred to an ICE program office. Records include a copy of the complaint, written statements, photographs, correspondence, notes, report of findings, recommendations, and other documents initiated or collected during the review of the matter.

Final Disposition Temporary

Item Status Withdrawn

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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

Cutoff Instruction Cut off at the end of the calendar year in which the case is closed or when all actions are completed.

Retention Period Destroy 10 year(s) after cutoff.

Additional Information

GAO Approval Not Required

Communication Case Files

Disposition Authority Number DAA-0567-2015-0004-0006

Telephone consensual, interception, monitoring, and recording or wire or oral communication case files. Recording of subject and witness interview(s), and/or capturing other communications during the conduct of a criminal investigation. Transcripts may be included in the case investigation files.

Final Disposition Temporary

Item Status Withdrawn

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

Cutoff Instruction Cut off when case is closed.

Retention Period Destroy 25 year(s) after cutoff.

Additional Information

GAO Approval Not Required

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Safety Inspection Files

Disposition Authority Number DAA-0567-2015-0004-0007

Records documenting safety inspections conducted on Office of Professional Responsibility facilities. Records consist of inspection notification memorandums, summary of findings, inspection reports, abatement actions, and other supporting documentation.

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	Final Disposition	Temporary
	Item Status	Withdrawn
	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	
	Cutoff Instruction	Cut off at the end of the calendar year.
	Retention Period	Destroy 5 year(s) after cutoff.
	Additional Information	
	GAO Approval	Not Required
8	Policy Development Case Files - Adopted Policy Masters	
	Disposition Authority Number	DAA-0567-2015-0004-0008
	Records documenting new or major revisions of ICE policies. Records may include planning, recommendations, draft copies of policies with internal review comments, minutes of meetings, transcripts of public hearings working and reference materials on policy development, Federal Register notices, public comments, and proposed policies. Plans and policies may or may not be formally adopted into the Code of Federal Regulations. Policy Masters include case file containing one copy of each adopted policy with relevant clearance or approval document.	
	Final Disposition	Permanent
	Item Status	Withdrawn
	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	
	Cutoff Instruction	Cut off after adoption of policy.
	Transfer to the National Archives for Accessioning	Transfer to the National Archives 20 year(s) after cutoff.
	Additional Information	
	What will be the date span of the initial transfer of records to the National Archives?	Unknown Unknown.

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How frequently will your agency transfer these records to the National Archives? Unknown
Unknown.

Policy Development Case Files - Development and Background Information

Disposition Authority Number DAA-0567-2015-0004-0009

Development files and background information for policies that are not adopted and published in the Code of Federal Regulations and/or other ICE wide policy documents. These documents include working drafts of policies, emails regarding review, edits, and clearance of policies, and any charts/graphs/etc. created to aid the policy formulation process.

Final Disposition Temporary

Item Status Withdrawn

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

Cutoff Instruction Cut off when policy is adopted.

Retention Period Destroy 10 year(s) after cutoff.

Additional Information

GAO Approval Not Required

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Policy Development Case Files - Polices Not Adopted

Disposition Authority Number DAA-0567-2015-0004-0010

Records documenting new or major revisions of ICE policies. Records may include planning, recommendations, draft copies of policies with internal review comments, minutes of meetings, transcripts of public hearings working and reference materials on policy development, Federal Register notices, public comments, and proposed policies. Plans and policies may or may not be formally adopted into the Code of Federal Regulations. Development files for policies that are not adopted or published in the Code of Federal Regulations, and/or other ICE wide policy documents.

Final Disposition Temporary

Item Status Withdrawn

Is this item media neutral? Yes

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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

Cutoff Instruction Cut off when activity on policy ceases.

Retention Period Destroy 5 year(s) after cutoff.

Additional Information

GAO Approval Not Required

Giglio and Henthorne Requests - Negative Responses

Disposition Authority Number DAA-0567-2015-0004-0011

Files documenting responses to requests from U.S. Attorney's Offices and the Department of Justice litigating sections regarding the disclosure of potential impeachment information related to ICE employees who testify in criminal matters. Records include, but are not limited to, a written request from the designated Assistant U.S. Attorney (AUSA); requests, worksheets and supporting documentation identifying those records (official personnel files, misconduct files, etc.) reviewed and any finding associated with each review; a written reply to the respective AUSA summarizing any applicable derogatory and/or findings of misconduct information that reflects upon the truthfulness or possible bias in the ICE employee/witness. The Office of Professional Responsibility provides both negative and positive written responses to the requesting AUSA. A negative response advises a search of ICE records disclosed no potentially impeachable information pertinent to the ICE employee/witness.

Final Disposition Temporary

Item Status Withdrawn

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

Cutoff Instruction Cut off at the end of the fiscal year in which response was provided to the AUSA.

Retention Period Destroy 5 year(s) after cutoff or when completion of the specific criminal case in which the employee was a potential witness or affiant occurs, whichever is later

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Additional Information

GAO Approval Not Required

Giglion and Henthorn Requests - Positive Response

Disposition Authority Number DAA-0567-2015-0004-0012

Files documenting responses to requests from U.S. Attorney's Offices and the Department of Justice litigating sections regarding the disclosure of potential impeachment information related to ICE employees who testify in criminal matters. Records include, but are not limited to, a written request from the designated Assistant U.S. Attorney (AUSA); requests, worksheets and supporting documentation identifying those records (official personnel files, misconduct files, etc.) reviewed and any finding associated with each review; a written reply to the respective AUSA summarizing any applicable derogatory and/or findings of misconduct information that reflects upon the truthfulness or possible bias in the ICE employee/witness. The Office of Professional Responsibility provides both negative and positive written responses to the requesting AUSA. A positive response provides a synopsis of derogatory information found during the records search, to include date(s) of any investigations/administrative inquiry, nature of allegation(s), and findings/disciplinary action taken.

Final Disposition Temporary

Item Status Withdrawn

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

Cutoff Instruction Cut off at the end of the fiscal year in which response was provided to the AUSA.

Retention Period Destroy 10 year(s) after cutoff or 1 year(s) after employee retires or separates from the Department of Homeland Security occurs, whichever is later

Additional Information

GAO Approval Not Required

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Tasking Records

Disposition Authority Number DAA-0567-2015-0004-0013

Data calls and routine tasking reports that contain updates on operations that are ongoing, and other relevant data that is related to the offices responsibilities.

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	Item Status	Withdrawn
	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	
	Cutoff Instruction	Cut off at the end of the calendar year.
	Retention Period	Destroy 3 year(s) after cutoff.
	Additional Information	
	GAO Approval	Not Required
	Internal Review Case Files	
	Disposition Authority Number	DAA-0567-2015-0004-0014
	Files established to conduct internal reviews and studies of agency programs, operations functions, and procedure consisting of reports and related documents, such as correspondence, notes, attachments, and supporting working papers.	
	Final Disposition	Temporary
	Item Status	Withdrawn
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		
Cutoff Instruction	Cut off at the end of the fiscal year in which the case is closed.	
Retention Period	Destroy 10 year(s) after cutoff.	
Additional Information		
GAO Approval	Not Required	
15	Training Participation Records	
	Disposition Authority Number	DAA-0567-2015-0004-0015
	Records documenting attendance or participation at DHS/ICE sponsored training activities. Activities include, but are not limited to training, seminars, attendance at conferences, offices "lunch and learns", and special project assignments.	

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	Final Disposition	Temporary
	Item Status	Withdrawn
	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	
	Cutoff Instruction	Cut off on date of certification.
	Retention Period	Destroy 5 year(s) after cutoff or 5 year(s) after completion of a specific training program or upon separation or transfer of employee occurs, whichever is sooner
	Additional Information	
	GAO Approval	Not Required
16	Detainee Sexual Abuse and Assault Files	
	Disposition Authority Number	DAA-0567-2015-0004-0016
	Records relating to sexual abuse and assault between detainees as well as by employees, contractors, or volunteers against detainees. Records include, but are not limited to statistical data on sexual assaults, information papers, case summaries, and extracts of pertinent information.	
	Final Disposition	Temporary
	Item Status	Withdrawn
	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	
	Cutoff Instruction	Cut off at end of the fiscal year case is closed.
	Retention Period	Destroy 20 year(s) after cutoff.
	Additional Information	
	GAO Approval	Not Required
17	Inspection Files	
	Disposition Authority Number	DAA-0567-2015-0004-0017

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Comprehensive reports of findings prepared in a prescribed format and created as a result of inspecting detention facilities and/or reviewing ICE program operations and procedures, issuing programmatic guidance and reports. Files contain inspection related working papers, including but not limited to; interview reports and summaries; policies and procedures; correspondence; statistical data and summaries; extracts of pertinent information; risk analyses; agreements and contracts; financial documents and analyses; annual reports, and other other information papers and correspondence; and operational guidance on conducting inspections.

Final Disposition Temporary

Item Status Withdrawn

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

Cutoff Instruction Cut off on date of closure of inspection.

Retention Period Destroy 10 year(s) after cutoff.

Additional Information

GAO Approval Not Required

Death Review Files

Disposition Authority Number DAA-0567-2015-0004-0018

Comprehensive reports on findings from reviews of circumstances surrounding detainees deaths. The files include, but are not limited to, investigative reports, correspondence, witness statements, extracts of pertinent information, immigration records, medical records, photographs, video and voice recordings, death certificates, and autopsy reports.

Final Disposition Permanent

Item Status Withdrawn

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

Cutoff Instruction Cut off when case is closed.

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	Transfer to the National Archives for Accessioning	Transfer to the National Archives 15 year(s) after cutoff.
	Additional Information	
	What will be the date span of the initial transfer of records to the National Archives?	Unknown Unknown.
	How frequently will your agency transfer these records to the National Archives?	Unknown Unknown.
19	Review and Advice Records	
	Disposition Authority Number	DAA-0567-2015-0004-0019
	Policy, plans, directives, and inquiries received by the office for review and comment by other offices within ICE, DHS, or Congress.	
	Final Disposition	Temporary
	Item Status	Withdrawn
	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	
	Cutoff Instruction	Cut off at end of calendar year.
	Retention Period	Destroy 8 year(s) after cutoff.
	Additional Information	
	GAO Approval	Not Required
20	Security Control and Monitoring Documentation Records	
	Disposition Authority Number	DAA-0567-2015-0004-0020
	Records documenting the system used for controlling and monitoring access to the Personnel Security Unit site.	
	Final Disposition	Temporary
	Item Status	Withdrawn
	Is this item media neutral?	Yes
	Do any of the records covered by this item currently exist in	No

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electronic format(s) other than e-mail and word processing?

Disposition Instruction

Cutoff Instruction Cut off upon employee separation.

Retention Period Destroy 3 year(s) after cutoff.

Additional Information

GAO Approval Not Required

Security Assessment Reports

Disposition Authority Number DAA-0567-2015-0004-0021

Security assessment reports documenting security practices at ICE.

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Item Status Withdrawn

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

Cutoff Instruction Cut off at end of the calendar year.

Retention Period Destroy 7 year(s) after cutoff.

Additional Information

GAO Approval Not Required

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Administratively Controlled Nondisclosure Agreements - Case Related

Disposition Authority Number DAA-0567-2015-0004-0022

Nondisclosure agreements signed by external party in connection with an Office of Professional Responsibility investigation, inspection, or security operation wherein the protection of administratively controlled information or material (LES, SBU, FOUO, etc.) is required.

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Item Status Withdrawn

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

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Disposition Instruction

Retention Period Files Nondisclosure agreement in the respective case file. Destroy case file in accordance with agency's approved records schedule.

Additional Information

GAO Approval Not Required

Administratively Controlled Nondisclosure Agreements - Non- Case Related

Disposition Authority Number DAA-0567-2015-0004-0023

Nondisclosure agreement pertaining to the protection of administratively controlled information or material (LES, SBU, FOUO, etc.) signed by an external party, but not filed in a specific investigative, inspection, or security related case file.

Final Disposition Temporary

Item Status Withdrawn

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

Cutoff Instruction Cut off at the end of the calendar year in which the external party completed the service or assistance to the Office of Professional Responsibility.

Retention Period Destroy 10 year(s) after cutoff or when no longer needed for business purpose occurs, whichever is later

Additional Information

GAO Approval Not Required

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Self-Inspection Program Files

Disposition Authority Number DAA-0567-2015-0004-0024

Annual self-inspections conducted by ICE program offices to assess the health, efficiency and effectiveness of their individual programs in complying with established policies and procedures. Files consist of self-inspection memorandums, worksheets, audit trail spreadsheets, notes, and any other documentation used to conduct the self-inspection.

Final Disposition Temporary

WITHDRAWN - RETURNED WITHOUT ACTION

WITHDRAWN - RETURNED WITHOUT ACTION

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
Request for Records Disposition Authority

Records Schedule: DAA-0567-2015-0004

	Item Status	Withdrawn
	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	
	Cutoff Instruction	Cut off at the end of the fiscal year in which self-inspection is completed.
	Retention Period	Destroy 3 year(s) after cutoff.
	Additional Information	
	GAO Approval	Not Required
25	Prison Rape Elimination Act (PREA) Records	
	Disposition Authority Number	DAA-0567-2015-0004-0025
	Records relating to ICE's involvement with PREA. Records contain analysis of draft Department of Justice PREA regulations, including potential impacts upon ICE facilities; analysis of public comments; strategies for implementation of agency requirements contained in PREA; draft contract modifications for detention facilities incorporating PREA requirements; draft requests to facilities to implement PREA standards; and all other relevant records.	
	Final Disposition	Temporary
	Item Status	Withdrawn
	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	
	Cutoff Instruction	Cut off at the end of the calendar year.
	Retention Period	Destroy 5 year(s) after cutoff.
	Additional Information	
	GAO Approval	Not Required
26	Detainee Telephone Rate Records	
	Disposition Authority Number	DAA-0567-2015-0004-0026

WITHDRAWN - RETURNED WITHOUT ACTION

WITHDRAWN - RETURNED WITHOUT ACTION

Records of detainee telephone rates charged at various ICE facilities, and commission payments received by facilities. Records include analysis of legal issues associate with high telephone rates and commission schemes at facilities. Analysis of Federal Communication Commission order on interstate inmate calling services, including public comments and recommendations for ICE role in enforcement.

Final Disposition Temporary

Item Status Withdrawn

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

Cutoff Instruction Cut off at end of the calendar year.

Retention Period Destroy 3 year(s) after cutoff.

Additional Information

GAO Approval Not Required

27

Mental Health Guidance Records

Disposition Authority Number DAA-0567-2015-0004-0027

Guidance records pertaining to detainee mental health issues. Includes drafts of ICE memorandum on field conducted mental health checks, drafts of ICE memorandum on identifying detainees with serious mental illness, and internal comments on proposed orders for implementation of court injunctions.

Final Disposition Temporary

Item Status Withdrawn

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

Cutoff Instruction Cut off at end of the calendar year.

Retention Period Destroy 5 year(s) after cutoff.

Additional Information

GAO Approval Not Required

WITHDRAWN - RETURNED WITHOUT ACTION

WITHDRAWN - RETURNED WITHOUT ACTION

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
Request for Records Disposition Authority

Records Schedule DAA-0567-2015-0004

28	<p>Presentation Records</p> <p>Disposition Authority Number DAA-0567-2015-0004-0028</p> <p>Record copy of presentations prepared for delivery by non-executive level personnel while representing ICE at ICE sponsored meetings, or other government, civic, and professional conferences and meetings.</p> <p>Final Disposition Temporary</p> <p>Item Status Withdrawn</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>Disposition Instruction</p> <p>Cutoff Instruction Cut off after presentation has been given if no longer required for business purposes.</p> <p>Retention Period Destroy 5 year(s) after cutoff.</p> <p>Additional Information</p> <p>GAO Approval Not Required</p>
29	<p>Principal Legal Advisor/Deputy Principal Legal Advisor Calendars</p> <p>Disposition Authority Number DAA-0567-2015-0004-0029</p> <p>Records of appointments and all other business activities for the Principal Legal Advisor and Deputy Principal Legal Advisor.</p> <p>Final Disposition Permanent</p> <p>Item Status Withdrawn</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>Disposition Instruction</p> <p>Cutoff Instruction Cut off at the end of the calendar if no longer required for business purposes.</p> <p>Transfer to the National Archives for Accessioning Transfer to the National Archives 15 year(s) after cutoff.</p> <p>Additional Information</p>

WITHDRAWN - RETURNED WITHOUT ACTION

WITHDRAWN - RETURNED WITHOUT ACTION

30

What will be the date span of the initial transfer of records to the National Archives? Unknown
Unknown.

How frequently will your agency transfer these records to the National Archives? Unknown
Unknown.

Conference Call Notes

Disposition Authority Number DAA-0567-2015-0004-0030

Notes prepared for or compiled during official conference calls with law enforcement and tribal entities.

Final Disposition Temporary

Item Status Withdrawn

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

Cutoff Instruction Cut off at the end of the calendar year.

Retention Period Destroy 3 year(s) after cutoff.

Additional Information

GAO Approval Not Required

31

Congressional Briefing Reports

Disposition Authority Number DAA-0567-2015-0004-0031

Reports used to track pending and completed congressional briefings that focus on specific issues or events related to the agency. Reports are disseminated within ICE and sent to senior leadership.

Final Disposition Temporary

Item Status Withdrawn

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

WITHDRAWN - RETURNED WITHOUT ACTION

WITHDRAWN - RETURNED WITHOUT ACTION

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
Request for Records Disposition Authority

Records Schedule. DAA-0567-2015-0004

32

Cutoff Instruction Cut off files at the end of the calendar year.

Retention Period Destroy 10 year(s) after cutoff.

Additional Information

GAO Approval Not Required

Congressional Hearing Records

Disposition Authority Number DAA-0567-2015-0004-0032

Documentation, including questions for the record, related to testimony given by ICE personnel during congressional hearing. Includes drafts, received comments, and final testimony sent to Congress.

Final Disposition Permanent

Item Status Withdrawn

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

Cutoff Instruction Cut off files at end of the calendar year.

Transfer to the National Archives for Accessioning Transfer to the National Archives 20 year(s) after cutoff.

Additional Information

What will be the date span of the initial transfer of records to the National Archives? Unknown
Unknown.

How frequently will your agency transfer these records to the National Archives? Unknown
Unknown.

33

Informal Congressional Information Requests and Responses

Disposition Authority Number DAA-0567-2015-0004-0033

Documents and other relevant materials documenting the request and response to specific requests or inquiries made by Congress. Requests are made informally or on an ad hoc basis.

Final Disposition Temporary

Item Status Withdrawn

WITHDRAWN - RETURNED WITHOUT ACTION

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
Request for Records Disposition Authority

Records Schedule: DAA-0567-2015-0004

34	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	
	Cutoff Instruction	Cut off at end of the calendar year.
	Retention Period	Destroy 10 year(s) after cutoff.
	Additional Information	
	GAO Approval	Not Required
	Private Legislation Bills	
	Disposition Authority Number	DAA-0567-2015-0004-0034
	Private legislative bill files consisting of correspondence, memorandums, executive summaries, reports, and other written material.	
	Final Disposition	Permanent
	Item Status	Withdrawn
	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
35	Disposition Instruction	
	Cutoff Instruction	Cut off at the end of the calendar year in which the current Congress adjourns.
	Transfer to the National Archives for Accessioning	Transfer to the National Archives 20 year(s) after cutoff.
	Additional Information	
	What will be the date span of the initial transfer of records to the National Archives?	Unknown Unknown.
	How frequently will your agency transfer these records to the National Archives?	Unknown Unknown.
	Non-Executive Presentation Preparatory Files	
	Disposition Authority Number	DAA-0567-2015-0004-0035

WITHDRAWN - RETURNED WITHOUT ACTION

WITHDRAWN - RETURNED WITHOUT ACTION

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
Request for Records Disposition Authority

Records Schedule. DAA-0567-2015-0004

Preparatory materials created for delivery of presentations by ICE officials while representing ICE to members of Congress and congressional organizations.

Final Disposition Temporary

Item Status Withdrawn

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

Cutoff Instruction Cut off when superseded or obsolete.

Retention Period Destroy 5 year(s) after cutoff.

Additional Information

GAO Approval Not Required

Strategic Planning Files

Disposition Authority Number DAA-0567-2015-0004-0036

Files documenting the offices support of the agency mission. Records include, but are not limited to, support documents of formally issued plans, records of concurrence, comments, clearances, justifications, and other issuance records.

Final Disposition Temporary

Item Status Withdrawn

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

Cutoff Instruction Cut off at end of the calendar year.

Retention Period Destroy 7 year(s) after cutoff or when no longer needed occurs, whichever is later

Additional Information

GAO Approval Not Required

Report Review Files

Disposition Authority Number DAA-0567-2015-0004-0037

36

37

WITHDRAWN - RETURNED WITHOUT ACTION

WITHDRAWN - RETURNED WITHOUT ACTION

38

Reports created by ICE and forwarded to the Office of Congressional Relations for review before submission to Congress.

Final Disposition Temporary

Item Status Withdrawn

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 when no longer needed

Additional Information

GAO Approval Not Required

External Web Content Management Records

Disposition Authority Number DAA-0567-2015-0004-0038

Compilation and coordination of ICE internet home page content materials. Includes oversight and direction of component web sites, and web reports that are generated from activity logs.

Final Disposition Temporary

Item Status Withdrawn

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

Cutoff Instruction Cut off at the end of the calendar year.

Retention Period Destroy 3 year(s) after cutoff.

Additional Information

GAO Approval Not Required

39

Media Inquiries

Disposition Authority Number DAA-0567-2015-0004-0039

Requests for, and responses to, the media for information. May include original request, DHS and ICE approvals, responses, and formal reports or white papers.

WITHDRAWN - RETURNED WITHOUT ACTION

WITHDRAWN - RETURNED WITHOUT ACTION

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
Request for Records Disposition Authority

Records Schedule: DAA-0567-2015-0004

	Final Disposition	Temporary
	Item Status	Withdrawn
	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	
	Cutoff Instruction	Cut off at end of the calendar year.
	Retention Period	Destroy 10 year(s) after cutoff.
	Additional Information	
	GAO Approval	Not Required
40	Media Distribution Lists	
	Disposition Authority Number	DAA-0567-2015-0004-0040
	Media contact information lists. Lists contain names, phone numbers, email addresses, and affiliation of media contacts.	
	Final Disposition	Temporary
	Item Status	Withdrawn
	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	
	Cutoff Instruction	cut off when obsolete or superseded.
	Retention Period	Destroy immediately after superseded or obsolescence occurs.
	Additional Information	
	GAO Approval	Not Required
41	Talking Points	
	Disposition Authority Number	DAA-0567-2015-0004-0041
	Talking points developed for ICE staff who may be talking to, or interviewed, by the media.	
	Final Disposition	Temporary

WITHDRAWN - RETURNED WITHOUT ACTION

WITHDRAWN - RETURNED WITHOUT ACTION

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
Request for Records Disposition Authority

Records Schedule: DAA-0567-2015-0004

42

Item Status	Withdrawn
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	
Cutoff Instruction	Cut off at end of the calendar year.
Retention Period	Destroy 3 year(s) after cutoff.
Additional Information	
GAO Approval	Not Required
Controlled Correspondence	
Disposition Authority Number	DAA-0567-2015-0004-0042
ICE official correspondence with Congress, DHS, internal ICE offices, other government agencies, and the public. Records include notes, routing slips, drafts, final signed correspondence, email correspondence, and faxes.	
Final Disposition	Permanent
Item Status	Withdrawn
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	
Cutoff Instruction	Cut off at end of the calendar year if no longer required for business purposes.
Transfer to the National Archives for Accessioning	Transfer to the National Archives 20 year(s) after cutoff.
Additional Information	
What will be the date span of the initial transfer of records to the National Archives?	Unknown Unknown.
How frequently will your agency transfer these records to the National Archives?	Unknown Unknown.

WITHDRAWN - RETURNED WITHOUT ACTION

WITHDRAWN - RETURNED WITHOUT ACTION

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
Request for Records Disposition Authority

Records Schedule: DAA-0567-2015-0004

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
07/15/2015	Certify	Dawn Boswell	Records Officer	OAS - Privacy and Records
09/08/2015	Return Without Action	Elizabeth Greenberg-Taubel	Appraisal Archivist	National Archives and Records Administration - Records Management Services