

WITHDRAWN - RETURNED WITHOUT ACTION

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
Request for Records Disposition Authority

Records Schedule: **DAA-0567-2015-0005**

Request for Records Disposition Authority

Records Schedule Number: DAA-0567-2015-0005
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 of the Bureau of Immigration and Customs Enforcement
Office of Enforcement and Removal Operations.
Internal agency concurrences will be provided: No

Background Information: The Office of Enforcement and Removal Operations (ERO) enforces the nation's immigration laws in a fair and effective manner. It identifies and apprehends removable aliens, detains these individuals when necessary and removes illegal aliens from the United States.

The mission of ERO is to identify, arrest, and remove aliens who present a danger to national security or are a risk to public safety, as well as those who enter the United States illegally or otherwise undermine the integrity of our immigration laws and our border control efforts. ERO upholds America's immigration laws at, within and beyond our borders through efficient enforcement and removal operations.

ERO prioritizes the apprehension, arrest and removal of convicted criminals, those who pose a threat to national security, fugitives and recent border entrants. Individual seeking asylum also work with ERO.

ERO transports removable aliens from point to point, manages aliens in custody or in an alternative to detention program, provides access to legal resources and representatives of advocacy groups and removes individuals from the United States who have been ordered to be deported.

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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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	52

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NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
Request for Records Disposition Authority

Records Schedule: **DAA-0567-2015-0005**

GAO Approval

0052

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NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
Request for Records Disposition Authority

Records Schedule: DAA-0567-2015-0005

Outline of Records Schedule Items for DAA-0567-2015-0005

Sequence Number	
1	Weekly Detention Service Monitor Report Disposition Authority Number: DAA-0567-2015-0005-0001
2	Alternative to Detention Records Disposition Authority Number: DAA-0567-2015-0005-0002
3	Alternative to Detention Emergency/Incident Reports Disposition Authority Number: DAA-0567-2015-0005-0003
4	Detention Management Unit Medical Information Monitoring Disposition Authority Number: DAA-0567-2015-0005-0004
5	Detainee Death Records Disposition Authority Number: DAA-0567-2015-0005-0005
6	Detention Facility Inspection Records Disposition Authority Number: DAA-0567-2015-0005-0006
7	Detainee Escape Reports Disposition Authority Number: DAA-0567-2015-0005-0007
8	Planning and Acquisition Development Files Disposition Authority Number: DAA-0567-2015-0005-0008
9	Detention Information Reporting Line Records Disposition Authority Number: DAA-0567-2015-0005-0009
10	Detainee Segregation Case Files Disposition Authority Number: DAA-0567-2015-0005-0010
11	Country Briefings Disposition Authority Number: DAA-0567-2015-0005-0011
12	Post Order Custody and Review Unit Case Files Disposition Authority Number: DAA-0567-2015-0005-0012
13	ICE AIR Operations Detainee Transportation Records Disposition Authority Number: DAA-0567-2015-0005-0013
14	HIV Continuity of Care Facilitation Records Disposition Authority Number: DAA-0567-2015-0005-0014
15	Infectious Disease Surveillance Records Disposition Authority Number: DAA-0567-2015-0005-0015
16	Safety, Infection Prevention, and Control Program Records Disposition Authority Number: DAA-0567-2015-0005-0016
17	Adult Detainee Health Records Disposition Authority Number: DAA-0567-2015-0005-0017
18	Minor's Detainee Health Records

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NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
Request for Records Disposition Authority

Records Schedule: DAA-0567-2015-0005

	Disposition Authority Number: DAA-0567-2015-0005-0018
19	Narcotics Log Disposition Authority Number: DAA-0567-2015-0005-0019
20	Sharps Count Log Disposition Authority Number: DAA-0567-2015-0005-0020
21	Equipment Check Logs Disposition Authority Number: DAA-0567-2015-0005-0021
22	Dental Sterilizer Logs Disposition Authority Number: DAA-0567-2015-0005-0022
23	Biohazardous Waste Pickup Logs Disposition Authority Number: DAA-0567-2015-0005-0023
24	Health Operations Facility Health and Safety Inspection Reports Disposition Authority Number: DAA-0567-2015-0005-0024
25	Non-Formulary Requests Disposition Authority Number: DAA-0567-2015-0005-0025
26	Physician and Dentist Peer Reviews Disposition Authority Number: DAA-0567-2015-0005-0026
27	Monthly Pharmacy Site Reports Disposition Authority Number: DAA-0567-2015-0005-0027
28	Monthly Prescription Volume and Medication Costs Report Disposition Authority Number: DAA-0567-2015-0005-0028
29	IHSC Pharmacy and Therapeutics Committee Meeting Minutes and Related Documents Disposition Authority Number: DAA-0567-2015-0005-0029
30	Teleradiology Monthly Volume and Cost Statistics Disposition Authority Number: DAA-0567-2015-0005-0030
31	Dental X-Rays Disposition Authority Number: DAA-0567-2015-0005-0031
32	Dental Service Policy and Guidance Disposition Authority Number: DAA-0567-2015-0005-0032
33	Dental Procedure Log Disposition Authority Number: DAA-0567-2015-0005-0033
34	Health Practitioner Training Records Disposition Authority Number: DAA-0567-2015-0005-0034
35	Staff Credentialing Records Disposition Authority Number: DAA-0567-2015-0005-0035
36	Patient Grievance Records Disposition Authority Number: DAA-0567-2015-0005-0036

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NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
Request for Records Disposition Authority

Records Schedule: DAA-0567-2015-0005

37	Segregation Reports Disposition Authority Number: DAA-0567-2015-0005-0037
38	Detainee Medical Payment Authorization Request (MedPARS) Records Disposition Authority Number: DAA-0567-2015-0005-0038
39	Foreign Health Service Documentation and Support Records Disposition Authority Number: DAA-0567-2015-0005-0039
40	ICE Health Service Corps. Special Operation's Reports Disposition Authority Number: DAA-0567-2015-0005-0040
41	Medical Quality Management Reports Disposition Authority Number: DAA-0567-2015-0005-0041
42	Fugitive Operations Worksheet Disposition Authority Number: DAA-0567-2015-0005-0042
43	Alien Travel Case Files Disposition Authority Number: DAA-0567-2015-0005-0043
44	Daily Transport Notifications Disposition Authority Number: DAA-0567-2015-0005-0044
45	Daily Detention Log Disposition Authority Number: DAA-0567-2015-0005-0045
46	Field Operations Worksheets Disposition Authority Number: DAA-0567-2015-0005-0046
47	Reports of Investigation Disposition Authority Number: DAA-0567-2015-0005-0047
48	Sick Call Log Disposition Authority Number: DAA-0567-2015-0005-0048
49	Target Folders Disposition Authority Number: DAA-0567-2015-0005-0049
50	Performance Based National Detention Standards (PBNDS) Development and Implementation Records Disposition Authority Number: DAA-0567-2015-0005-0050
51	Performance Based National Detention Standards (PBNDS) Disposition Authority Number: DAA-0567-2015-0005-0051
52	Residential Detainee Locator Files Disposition Authority Number: DAA-0567-2015-0005-0052

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NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
Request for Records Disposition Authority

Records Schedule: DAA-0567-2015-0005

Records Schedule Items

Sequence Number	
1	<p>Weekly Detention Service Monitor Report</p> <p>Disposition Authority Number DAA-0567-2015-0005-0001</p> <p>Report derived from information received from staff on the status of each detention facility.</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 at end of the calendar year.</p> <p>Retention Period Destroy 3 year(s) after cutoff.</p> <p>Additional Information</p> <p>GAO Approval Not Required</p>
2	<p>Alternative to Detention Records</p> <p>Disposition Authority Number DAA-0567-2015-0005-0002</p> <p>Records that provide documentation on case events, status, movements, etc. where alternatives to detention are utilized.</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 at end of the calendar year.</p> <p>Retention Period Destroy 7 year(s) after cutoff.</p>

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NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
Request for Records Disposition Authority

Records Schedule: DAA-0567-2015-0005

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Additional Information

GAO Approval Not Required

Alternative to Detention Emergency/Incident Reports

Disposition Authority Number DAA-0567-2015-0005-0003

Records generated when there is a documented alert or violation of any alternative to detention requirement.

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 detainee leaves program.

Retention Period Destroy 7 years after cutoff, unless needed for historical data searches or evaluations, whichever is later.

Additional Information

GAO Approval Not Required

4

Detention Management Unit Medical Information Monitoring

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

Records documenting the monitoring of the health of detainees being held by ICE.

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.

Additional Information

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NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
Request for Records Disposition Authority

Records Schedule: DAA-0567-2015-0005

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GAO Approval Not Required

Detainee Death Records

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

Records documenting the death of detainees in ICE custody.

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

6

Detention Facility Inspection Records

Disposition Authority Number DAA-0567-2015-0005-0006

Oversight records of the annual inspection process of detainee facilities utilized by the office. Includes documents from initial notification to the close out of the inspection.

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 inspection is completed.

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

Additional Information

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NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
Request for Records Disposition Authority

Records Schedule. DAA-0567-2015-0005

7	GAO Approval	Not Required
	Detainee Escape Reports	
	Disposition Authority Number	DAA-0567-2015-0005-0007
	Report documenting the details of detainee escapes from custody or detention facilities.	
	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.	
Additional Information		
GAO Approval	Not Required	
8	Planning and Acquisition Development Files	
	Disposition Authority Number	DAA-0567-2015-0005-0008
	Records produced for planning and acquisition development purposes to provide justification on why the budget and corresponding procurement of goods and services are needed for operational business and advancement. Records inform key stakeholders of decisions made by ERO.	
	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 3 year(s) after cutoff.
Additional Information		

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NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
Request for Records Disposition Authority

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GAO Approval Not Required

Detention Information Reporting Line Records

Disposition Authority Number DAA-0567-2015-0005-0009

Communication records in any form (email, phone, etc.) and related documentation from individuals in ICE custody, the public, non-governmental organizations, faith-based organizations, academic institutions, attorneys, and advocacy groups.

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

10

Detainee Segregation Case Files

Disposition Authority Number DAA-0567-2015-0005-0010

Case files documenting segregated detainees which includes final report summarizing case details.

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 final report is produced.

Retention Period Destroy 3 year(s) after cutoff.

Additional Information

GAO Approval Not Required

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11

Country Briefings

Disposition Authority Number DAA-0567-2015-0005-0011

Briefings documenting relations with foreign countries regarding the issuance of travel documents and repatriations.

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 once final briefing is compiled.

Retention Period Destroy 5 years after briefing is updated or superseded, whichever is sooner.

Additional Information

GAO Approval Not Required

12

Post Order Custody and Review Unit Case Files

Disposition Authority Number DAA-0567-2015-0005-0012

Case files include all documentation pertaining to the review process needed to adjudicate cases and to track and verify release and detention decisions.

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 alien is removed or released.

Retention Period Destroy 7 year(s) after cutoff.

Additional Information

GAO Approval Not Required

13

ICE AIR Operations Detainee Transportation Records

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Disposition Authority Number DAA-0567-2015-0005-0013

Records documenting the transport of detainees using ICE AIR Operations. Records include manifested 216's and End of Mission Reports. Manifested 216's are created to track detainees transported by ICE AIR Operations. The manifested 216's also include biographical data of transported detainees. End of Mission Reports are created to verify numbers, times, and flight hour costs for each mission conducted.

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 that detainee was transported.

Retention Period Destroy 10 year(s) after cutoff.

Additional Information

GAO Approval Not Required

HIV Continuity of Care Facilitation Records

Disposition Authority Number DAA-0567-2015-0005-0014

Records created and used by Private Health Service Plan (PHSP) staff and clinic staff to identify referral centers for HIV patients ensuring continuity of care following custody.

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.

Additional Information

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NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
Request for Records Disposition Authority

Records Schedule: DAA-0567-2015-0005

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GAO Approval Not Required

Infectious Disease Surveillance Records

Disposition Authority Number DAA-0567-2015-0005-0015

Information collected to manage public health contact investigations to evaluate and manage exposure to infectious diseases of public health significance. Records facilitate case management, continuity of care, and surveillance analyses.

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 the calendar year.

Retention Period Destroy 10 year(s) after cutoff.

Additional Information

GAO Approval Not Required

16

Safety, Infection Prevention, and Control Program Records

Disposition Authority Number DAA-0567-2015-0005-0016

Program support documents, meeting minutes, and periodic reports related to significant issues regarding the Safety, Infection Prevention, and Control Program (SIPC). Records are used to monitor trends in SIPC related significant issues and to inform unit chiefs and senior leadership of significant findings.

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

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NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
Request for Records Disposition Authority

Records Schedule: DAA-0567-2015-0005

17

GAO Approval Not Required

Adult Detainee Health Records

Disposition Authority Number DAA-0567-2015-0005-0017

Medical records of adult detainees that document medical care administered to detainees to provide continuity of medical care.

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

18

Minor's Detainee Health Records

Disposition Authority Number DAA-0567-2015-0005-0018

Medical records of minor detainees that document medical care administered to detainees to provide continuity of medical care.

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 immediately after detainee turns 27 years of age.

Additional Information

GAO Approval Not Required

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NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
Request for Records Disposition Authority

Records Schedule: DAA-0567-2015-0005

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Narcotics Log

Disposition Authority Number DAA-0567-2015-0005-0019

Log created for the control of narcotics. Information includes narcotic name, dose, quantity, pharmacy, etc.

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 4 year(s) after cutoff.

Additional Information

GAO Approval Not Required

20

Sharps Count Log

Disposition Authority Number DAA-0567-2015-0005-0020

Log created to keep track of all sharps in a facility.

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 4 year(s) after cutoff.

Additional Information

GAO Approval Not Required

21

Equipment Check Logs

Disposition Authority Number DAA-0567-2015-0005-0021

Logs created for tracking equipment used by nursing staff.

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NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
Request for Records Disposition Authority

Records Schedule DAA-0567-2015-0005

	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 4 year(s) after cutoff.
	Additional Information	
	GAO Approval	Not Required
22	Dental Sterilizer Logs	
	Disposition Authority Number	DAA-0567-2015-0005-0022
	Logs created to monitor sterilizer checks for dental offices.	
	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 4 year(s) after cutoff.
	Additional Information	
	GAO Approval	Not Required
23	Biohazardous Waste Pickup Logs	
	Disposition Authority Number	DAA-0567-2015-0005-0023
	Logs created to track all biohazardous waste pickups	
	Final Disposition	Temporary
	Item Status	Withdrawn
	Is this item media neutral?	Yes

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NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
Request for Records Disposition Authority

Records Schedule: DAA-0567-2015-0005

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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 at end of the calendar year.

Retention Period Destroy 4 year(s) after cutoff.

Additional Information

GAO Approval Not Required

Health Operations Facility Health and Safety Inspection Reports

Disposition Authority Number DAA-0567-2015-0005-0024

Reports of all ICE health and safety inspections completed.

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

25

Disposition Instruction

Cutoff Instruction Cut off at end of the calendar year.

Retention Period Destroy 4 year(s) after cutoff.

Additional Information

GAO Approval Not Required

Non-Formulary Requests

Disposition Authority Number DAA-0567-2015-0005-0025

Requests for approval of medications that are not on the approved HSC facility or IGSA facility formularies.

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

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NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
Request for Records Disposition Authority

Records Schedule. DAA-0567-2015-0005

26	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
	Physician and Dentist Peer Reviews	
	Disposition Authority Number	DAA-0567-2015-0005-0026
	Clinical care reviews used to assess compliance with medical documentation, and to serve as a measure of the quality of care provided.	
	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	
27	Disposition Instruction	
	Cutoff Instruction	Cut off when employee is no longer a member of IHSC.
	Retention Period	Destroy 5 year(s) after cutoff.
	Additional Information	
	GAO Approval	Not Required
	Monthly Pharmacy Site Reports	
	Disposition Authority Number	DAA-0567-2015-0005-0027
	Records documenting pharmacy site workload statistics. Includes number of prescriptions filled, medication expenditure, accomplishments, and unusual occurrences.	
	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	

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Disposition Instruction

Cutoff Instruction Cut off at end of the calendar year.

Retention Period Destroy 4 year(s) after cutoff.

Additional Information

GAO Approval Not Required

Monthly Prescription Volume and Medication Costs Report

Disposition Authority Number DAA-0567-2015-0005-0028

Report showing monthly prescription volumes and medication costs per pharmacy site. Records are maintained to determine site trends, relative costs, and prescription volumes per site. Report also includes historical data for budgeting and reporting purposes.

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 4 year(s) after cutoff.

Additional Information

GAO Approval Not Required

29

IHSC Pharmacy and Therapeutics Committee Meeting Minutes and Related Documents

Disposition Authority Number DAA-0567-2015-0005-0029

Records documenting periodic meetings of the IHSC Pharmacy and Therapeutics Committee.

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

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NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
Request for Records Disposition Authority

Records Schedule: DAA-0567-2015-0005

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Disposition Instruction

Cutoff Instruction Cut off at end of calendar year.

Retention Period Destroy 4 year(s) after cutoff.

Additional Information

GAO Approval Not Required

Teleradiology Monthly Volume and Cost Statistics

Disposition Authority Number DAA-0567-2015-0005-0030

Records documenting the monthly teleradiology volumes and costs per site.
Records are used for historical and statistical purposes, and to prepare responses to IHSC HQ ad hoc requests.

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

31

Dental X-Rays

Disposition Authority Number DAA-0567-2015-0005-0031

Dental X-rays of detainees used to aid in consultations and clinical treatment by IHSC dentists.

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

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Cutoff Instruction Cut off when detainee is booked out of a detention facility.

Retention Period Destroy 10 year(s) after cutoff.

Additional Information

GAO Approval Not Required

Dental Service Policy and Guidance

Disposition Authority Number DAA-0567-2015-0005-0032

Dental policy and guidance documents developed and maintained to give clinical guidance to all IHSC dentists. Includes Dental Clinic Operations Manual.

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 updated or superseded.

Retention Period Destroy 10 year(s) after cutoff.

Additional Information

GAO Approval Not Required

33

Dental Procedure Log

Disposition Authority Number DAA-0567-2015-0005-0033

Log created and maintained to track and manage dental procedures per dental clinic.

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.

WITHDRAWN - RETURNED WITHOUT ACTION

WITHDRAWN - RETURNED WITHOUT ACTION

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
Request for Records Disposition Authority

Records Schedule: DAA-0567-2015-0005

34	Retention Period	Destroy 4 year(s) after cutoff.
	Additional Information	
	GAO Approval	Not Required
	Health Practitioner Training Records	
	Disposition Authority Number	DAA-0567-2015-0005-0034
	Records demonstrating staff training activities relevant to their medical practice. Records are used for accreditation and 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 at end of the calendar year.	
Retention Period	Destroy 4 year(s) after cutoff.	
Additional Information		
GAO Approval	Not Required	
35	Staff Credentialing Records	
	Disposition Authority Number	DAA-0567-2015-0005-0035
	Staff credentials collected in order to grant privileges to staff. Credentials are used during accreditation's and 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 when employee leaves agency.
	Retention Period	Destroy 10 year(s) after cutoff.

WITHDRAWN - RETURNED WITHOUT ACTION

WITHDRAWN - RETURNED WITHOUT ACTION

36

Additional Information

GAO Approval Not Required

Patient Grievance Records

Disposition Authority Number DAA-0567-2015-0005-0036

Collection of detainee patient grievances and complaints and responses based on the level of care they have been provided by health practitioners.

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 detainee is booked out of detention facility.

Retention Period Destroy 10 year(s) after cutoff.

Additional Information

GAO Approval Not Required

37

Segregation Reports

Disposition Authority Number DAA-0567-2015-0005-0037

Reports collected from the field on detainees with a mental health diagnosis who are being held in segregation. Records are maintained to track all detainees who have been in segregation with mental health problems.

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.

WITHDRAWN - RETURNED WITHOUT ACTION

WITHDRAWN - RETURNED WITHOUT ACTION

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
Request for Records Disposition Authority

Records Schedule. DAA-0567-2015-0005

38	Additional Information	
	GAO Approval	Not Required
	Detainee Medical Payment Authorization Request (MedPARS) Records	
	Disposition Authority Number	DAA-0567-2015-0005-0038
	Records maintained to track all Medical Payment Authorization Requests completed on each detainee who has had inpatient hospitalizations.	
	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 detainee is booked out of detention facility.
Retention Period	Destroy 10 year(s) after cutoff.	
39	Additional Information	
	GAO Approval	Not Required
	Foreign Health Service Documentation and Support Records	
	Disposition Authority Number	DAA-0567-2015-0005-0039
	Documentation on case reviews and technical assistance for requests regarding clinical services provided outside the United States.	
	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		

WITHDRAWN - RETURNED WITHOUT ACTION

WITHDRAWN - RETURNED WITHOUT ACTION

40

GAO Approval Not Required

ICE Health Service Corps. Special Operation's Reports

Disposition Authority Number DAA-0567-2015-0005-0040

Special Operations mission reports documenting the actions and results of each mission.

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.

41

Additional Information

GAO Approval Not Required

Medical Quality Management Reports

Disposition Authority Number DAA-0567-2015-0005-0041

Reports supporting the quality of services provided to detainees. Includes Risk Management Sentinel Event Report, Incident Reporting, Root Cause Analysis, and Follow-up Corrective Action Plan Reports.

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

WITHDRAWN - RETURNED WITHOUT ACTION

WITHDRAWN - RETURNED WITHOUT ACTION

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
Request for Records Disposition Authority

Records Schedule. DAA-0567-2015-0005

42	<p>Fugitive Operations Worksheet</p> <p>Disposition Authority Number DAA-0567-2015-0005-0042</p> <p>Worksheets used to track and monitor street criminals, track individual's criminal records, track orders of deportation, and monitor individuals who were deported and returned. Worksheets may contain information showing internal and internet searches for individuals, physical description of the individual, criminal record, photos, fingerprints, and other relevant information.</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 individual is arrested or judged unable to be found.</p> <p>Retention Period Destroy 7 year(s) after cutoff.</p> <p>Additional Information</p> <p>GAO Approval Not Required</p>
43	<p>Alien Travel Case Files</p> <p>Disposition Authority Number DAA-0567-2015-0005-0043</p> <p>Case files on travel-related aspects of removal operations. May include warrants, flight schedules, flight manifests, travel orders, travel itineraries and other associated removal documents. File may also include alien identification records, such as passports and birth or baptismal certificates, which are incorporated into the A-File.</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 Materials not incorporated into the A-File will be cut off upon completion of removal .</p>

WITHDRAWN - RETURNED WITHOUT ACTION

WITHDRAWN - RETURNED WITHOUT ACTION

44	Retention Period	Destroy 10 year(s) after cutoff.
	Additional Information	
	GAO Approval	Not Required
	Daily Transport Notifications	
	Disposition Authority Number	DAA-0567-2015-0005-0044
	Daily transport notifications to detention facilities notifying who will be picked up for a court appearance or for transport to an ERO facility.	
	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.
Retention Period	Destroy 7 year(s) after cutoff.	
45	Additional Information	
	GAO Approval	Not Required
	Daily Detention Log	
	Disposition Authority Number	DAA-0567-2015-0005-0045
	Daily detention log detailing relevant information on current detainees. Log includes name, reason for detention, when detained, and other 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 calendar year.
	Retention Period	Destroy 7 year(s) after cutoff.

WITHDRAWN - RETURNED WITHOUT ACTION

WITHDRAWN - RETURNED WITHOUT ACTION

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
Request for Records Disposition Authority

Records Schedule: DAA-0567-2015-0005

46	Additional Information	
	GAO Approval	Not Required
	Field Operations Worksheets	
	Disposition Authority Number	DAA-0567-2015-0005-0046
	Worksheets containing biographical information and status notes on suspects, which when approved by supervisors acts as an authorization to arrest.	
	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 after arrest.
Retention Period	Destroy 7 year(s) after cutoff.	
47	Additional Information	
	GAO Approval	Not Required
	Reports of Investigation	
	Disposition Authority Number	DAA-0567-2015-0005-0047
	Report of investigation (G-166) on where and how to find specific individuals for arrest or detention. May also contain copies of I213 and I-200.	
	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 individual is in custody.
Retention Period	Destroy 7 year(s) after cutoff.	
Additional Information		

WITHDRAWN - RETURNED WITHOUT ACTION

WITHDRAWN - RETURNED WITHOUT ACTION

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
Request for Records Disposition Authority

Records Schedule: DAA-0567-2015-0005

48	GAO Approval	Not Required
	Sick Call Log	
	Disposition Authority Number	DAA-0567-2015-0005-0048
	Logs created documenting detainees signing in to receive medical treatment.	
	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 7 year(s) after cutoff.
	Additional Information	
	GAO Approval	Not Required
49	Target Folders	
	Disposition Authority Number	DAA-0567-2015-0005-0049
	Information needed to locate and arrest a target. Officer safety information, criminal history, and copies of document which may have Personally Identifiable Information from an Alien 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 end of calendar year.
	Retention Period	Destroy 7 year(s) after cutoff.
	Additional Information	
	GAO Approval	Not Required

WITHDRAWN - RETURNED WITHOUT ACTION

50

Performance Based National Detention Standards (PBNDS) Development and Implementation Records

Disposition Authority Number DAA-0567-2015-0005-0050

Records documenting the development and implementation of PBNDS. Development records include drafts of pre-final PBNDS standards; analysis of differences between ICE detention standards; analysis of union objections and proposed changes to draft PBNDS, and recommendations for ICE responses; analysis of union grievances submitted regarding PBNDS; inventory of additional revisions made to PBNDS following promulgation. Implementation records include requests sent to various types of ICE detention facilities; analysis of merit and reasonableness of contractor requests for rate increases; correspondence between ICE and contractors regarding meaning of PBNDS provisions, and all other implementation 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 3 year(s) after cutoff.

Additional Information

GAO Approval Not Required

51

Performance Based National Detention Standards (PBNDS)

Disposition Authority Number DAA-0567-2015-0005-0051

Performance Based National Detention Standards reflects ICE's ongoing effort to tailor the conditions of immigration detention to its unique purpose, while maintaining a safe and secure detention environment for staff and detainees. In developing the revised standards, ICE incorporated the input of many agency employees and stakeholders, including the perspectives of nongovernmental organizations and ICE field offices. PBNDS is crafted to improve medical and mental health services, increase access to legal services and religious opportunities, improve communication with detainees with limited English proficiency, improve the process for reporting to complaints, and increase recreation and visitation.

Final Disposition Permanent

WITHDRAWN - RETURNED WITHOUT ACTION

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 Performance Based National Detention Standards is approved.
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

52

Residential Detainee Locator Files

Disposition Authority Number DAA-0567-2015-0005-0052

Information maintained on individuals housed at an ICE facility used to identify current location and total population count for residents and staff. Includes information collected for issuance of RFID-enabled wristbands or similar location technology.

Final Disposition	Temporary
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Item Status	Withdrawn
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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
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Disposition Instruction

Cutoff Instruction	Cut off at end of the calendar year.
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Retention Period	Destroy 60 days after cutoff.
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Additional Information

WITHDRAWN - RETURNED WITHOUT ACTION

WITHDRAWN - RETURNED WITHOUT ACTION

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
Request for Records Disposition Authority

Records Schedule: DAA-0567-2015-0005

GAO Approval

Required and Not Received

WITHDRAWN - RETURNED WITHOUT ACTION

WITHDRAWN - RETURNED WITHOUT ACTION

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
Request for Records Disposition Authority

Records Schedule: **DAA-0567-2015-0005**

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