

WITHDRAWN - RETURNED WITHOUT ACTION

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
Request for Records Disposition Authority

Records Schedule: DAA-0567-2015-0006

Request for Records Disposition Authority

Records Schedule Number DAA-0567-2015-0006
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 Program Management
Internal agency concurrences will be provided No

Background Information

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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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	14

GAO Approval

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Records Schedule: DAA-0567-2015-0006

Outline of Records Schedule Items for DAA-0567-2015-0006

Sequence Number	
1	Routine Activity Reports Disposition Authority Number: DAA-0567-2015-0006-0001
2	Advisory and Working Group Records Disposition Authority Number: DAA-0567-2015-0006-0002
3	Routine Correspondence File Disposition Authority Number: DAA-0567-2015-0006-0003
4	Outreach Records Disposition Authority Number: DAA-0567-2015-0006-0004
5	Standard Operating Procedure Development Files Disposition Authority Number: DAA-0567-2015-0006-0005
6	Town Hall Meeting Talking Points Disposition Authority Number: DAA-0567-2015-0006-0006
7	Mission Action Plans Disposition Authority Number: DAA-0567-2015-0006-0007
8	Audit Case Files Disposition Authority Number: DAA-0567-2015-0006-0008
9	Project Management Case Files Disposition Authority Number: DAA-0567-2015-0006-0009
10	Management Directive Reports (MD715) Disposition Authority Number: DAA-0567-2015-0006-0010
11	Organizational Climate Assessment Reports Disposition Authority Number: DAA-0567-2015-0006-0011
12	Internal Review Case Files Disposition Authority Number: DAA-0567-2015-0006-0012
13	Reporting Assistance Case Files Disposition Authority Number: DAA-0567-2015-0006-0013
14	Analytical Data Tools Disposition Authority Number: DAA-0567-2015-0006-0014

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Records Schedule Items

Sequence Number	
1	<p>Routine Activity Reports</p> <p>Disposition Authority Number DAA-0567-2015-0006-0001</p> <p>Reports derived from information received from staff on the status of new work, work pending, or work completed in their respective offices. Compiled reports can be created in any ICE off and iis submitted to senior leadership.</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 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>Advisory and Working Group Records</p> <p>Disposition Authority Number DAA-0567-2015-0006-0002</p> <p>Records documenting advisory and working group involvement on agency initiatives throughout ICE. Records include materials related to requirements, guidance, assistance, correspondence, and other associated documentation.</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 when initiative is completed or if no longer required for business purposes.</p>

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Retention Period Destroy 5 year(s) after cutoff.

Additional Information

GAO Approval Not Required

Routine Correspondence File

Disposition Authority Number DAA-0567-2015-0006-0003

Incoming and outgoing routine correspondence pertaining to routine activities of the office's within ICE. Includes correspondence with the private sector, internal program offices, and other government agencies. This item DOES NOT contain controlled correspondence which is handled through the Executive Secretariat.

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

GAO Approval Not Required

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Outreach Records

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

Records documenting outreach activities within all ICE offices. Records are created for the purpose of accomplishing coordination and cooperation between ICE offices and all outside 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 end of calendar year.

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Retention Period Destroy 10 year(s) after cutoff.

Additional Information

GAO Approval Not Required

Standard Operating Procedure Development Files

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

Case files and background materials documenting the development of standard operating procedures for any office within ICE.. Files may contain draft procedures, review comments, correspondence, informational materials, and other relevant documents.

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 upon approval of standard operating procedure.

Retention Period Destroy 3 year(s) after cutoff.

Additional Information

GAO Approval Not Required

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Town Hall Meeting Talking Points

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

Talking points compiled within ICE office for presentation at internal town hall meetings.

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 fiscal year.

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Retention Period	Destroy 3 year(s) after cutoff.
Additional Information	
GAO Approval	Not Required
Mission Action Plans	
Disposition Authority Number	DAA-0567-2015-0006-0007
Mission action plans and related materials showing the status of recommendations and milestones achieved within all ICE 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 calendar year if no longer required for business purposes.
Retention Period	Destroy 5 year(s) after cutoff or when superseded occurs, whichever is later

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Additional Information	
GAO Approval	Not Required
Audit Case Files	
Disposition Authority Number	DAA-0567-2015-0006-0008
Reports, corrective actions, recommendations, and other related records that correspond to findings of audits managed by any office within 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 when audit is closed if no longer required for business purposes.

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Retention Period Destroy 10 year(s) after cutoff.

Additional Information

GAO Approval Not Required

Project Management Case Files

Disposition Authority Number DAA-0567-2015-0006-0009

Records documenting any ICE office's participation in or support of agency or interagency projects.

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 upon completion of project.

Retention Period Destroy year(s) after

Additional Information

GAO Approval Not Required

10

Management Directive Reports (MD715)

Disposition Authority Number DAA-0567-2015-0006-0010

Reports documenting workforce data, complaint activity, trend analysis, and other management related concerns within all ICE offices.. Reports are compiled and sent to DHS for inclusion into their yearly report.

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 5 year(s) after cutoff.

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Additional Information

GAO Approval Not Required

Organizational Climate Assessment Reports

Disposition Authority Number DAA-0567-2015-0006-0011

Reports compiled by ICE offices from data collected from surveys, focus groups, and interviews discerning the climate of the workplace within 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 when report is complete.

Retention Period Destroy 3 year(s) after cutoff.

Additional Information

GAO Approval Not Required

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Internal Review Case Files

Disposition Authority Number DAA-0567-2015-0006-0012

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 within all ICE 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

GRS or Superseded Authority Citation N1/05/99/6/3a

Disposition Instruction

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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

Reporting Assistance Case Files

Disposition Authority Number DAA-0567-2015-0006-0013

Data and information collected and coupled with subject matter experts guidance used to help ICE offices make better informed decisions. Records include emails, correspondence, notes, lab notebooks, draft documents, and methodologies.

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 upon completion or delivery of report.

Retention Period Destroy 3 year(s) after cutoff.

Additional Information

GAO Approval Not Required

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Analytical Data Tools

Disposition Authority Number DAA-0567-2015-0006-0014

Data, data computations, and models used to complete strategic planning for ICE 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

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Cutoff Instruction	Cut off upon completion of associated plans.
Retention Period	Destroy 3 year(s) after cutoff.
Additional Information	
GAO Approval	Not Required

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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
10/20/2015	Certify	Dawn Boswell	Records Officer	OAS - Privacy and Records
11/15/2017	Return for Revision	Rania Mahmoud	Appraisal Archivist	National Archives and Records Administration - Records Management Services
05/02/2018	Return Without Action	Rania Mahmoud	Appraisal Archivist	National Archives and Records Administration - Records Management Services