

Request for Records Disposition Authority

Records Schedule Number **DAA-0567-2015-0007**
Schedule Status **Approved**

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 **Personnel Records**
Internal agency concurrences will be provided **No**

Background Information ***Note: This schedule applies only to personnel-related records that have been created or used by ICE as a component agency of the Department of Homeland Security (DHS) since its formation in 2002. It should not be construed as to apply to personnel-related records that preceded the creation of ICE that were already covered by Immigration and Naturalization Service (INS) records schedules. Those records will continue to be covered by the legacy INS schedules.**

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
7	0	7	0

GAO Approval

Outline of Records Schedule Items for DAA-0567-2015-0007

Sequence Number	
1	Law Enforcement Officer Position Eligibility Records Disposition Authority Number: DAA-0567-2015-0007-0001
2	Fair Labor Standards Act Exemption Worksheets Disposition Authority Number: DAA-0567-2015-0007-0002
3	Requests for 6C Service Credit Disposition Authority Number: DAA-0567-2015-0007-0003
4	Applicant Medical Examinations for Non-Hires Disposition Authority Number: DAA-0567-2015-0007-0004
5	Non-Monetary Employee Awards Disposition Authority Number: DAA-0567-2015-0007-0005
6	Personnel Litigation Case Files Disposition Authority Number: DAA-0567-2015-0007-0006
7	Employee Performance Records for Presidential Appointees Disposition Authority Number: DAA-0567-2015-0007-0007

Records Schedule Items

Sequence Number	
1	<p>Law Enforcement Officer Position Eligibility Records</p> <p>Disposition Authority Number DAA-0567-2015-0007-0001</p> <p>Records documenting whether or not a position is eligible for law enforcement officer status.</p> <p>Final Disposition Temporary</p> <p>Item Status Active</p> <p>Is this item media neutral? Yes</p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No</p> <p>Disposition Instruction</p> <p>Cutoff Instruction Cut off upon expiration or supersession of affected position description.</p> <p>Retention Period Destroy 70 year(s) after cutoff.</p> <p>Additional Information</p> <p>GAO Approval Not Required</p>
2	<p>Fair Labor Standards Act Exemption Worksheets</p> <p>Disposition Authority Number DAA-0567-2015-0007-0002</p> <p>Worksheets used to determine if a position is exempt from the Fair Labor Standards Act.</p> <p>Final Disposition Temporary</p> <p>Item Status Active</p> <p>Is this item media neutral? Yes</p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No</p> <p>Disposition Instruction</p> <p>Cutoff Instruction Cut off upon expiration or supersession of affected position description.</p> <p>Retention Period Destroy 3 year(s) after cutoff.</p>

3

Additional Information

GAO Approval Not Required

Requests for 6C Service Credit

Disposition Authority Number DAA-0567-2015-0007-0003

Individual requests for service credit for positions covered by retirement under 5 USC 8336(c).

Final Disposition Temporary

Item Status Active

Is this item media neutral? Yes

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

Disposition Instruction

Cutoff Instruction Cut off at end of calendar year in which review is completed.

Retention Period Destroy 70 year(s) after cutoff.

Additional Information

GAO Approval Not Required

4

Applicant Medical Examinations for Non-Hires

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

Non-hired applicants full medical examination records to determine candidates fitness for employment.

Final Disposition Temporary

Item Status Active

Is this item media neutral? Yes

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

Disposition Instruction

Cutoff Instruction Cut off after final action is taken on certificate.

Retention Period Destroy 5 year(s) after cutoff.

Additional Information

5	GAO Approval	Not Required
	Non-Monetary Employee Awards	
	Disposition Authority Number	DAA-0567-2015-0007-0005
	Department level awards bestowed on employees by the Director.	
	Final Disposition	Temporary
	Item Status	Active
	Is this item media neutral?	Yes
	Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	No
	Disposition Instruction	
	Cutoff Instruction	Cut off at the end of the fiscal year.
Retention Period	Destroy 3 year(s) after cutoff.	
Additional Information		
GAO Approval	Not Required	
6	Personnel Litigation Case Files	
	Disposition Authority Number	DAA-0567-2015-0007-0006
	Freedom of Information Act Requests, litigation, and case settlement records pertaining to all lawsuits involving ICE staffing office activities and practices.	
	Final Disposition	Temporary
	Item Status	Active
	Is this item media neutral?	Yes
	Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	No
	Disposition Instruction	
	Cutoff Instruction	Cut off when litigation is settled.
	Retention Period	Destroy 6 year(s) after cutoff.
Additional Information		
GAO Approval	Not Required	
7	Employee Performance Records for Presidential Appointees	
	Disposition Authority Number	DAA-0567-2015-0007-0007

Performance records pertaining to Presidential appointees not covered by the General Records Schedule (GRS).

Final Disposition Temporary

Item Status Active

Is this item media neutral? Yes

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

Disposition Instruction

Cutoff Instruction Cutoff upon the end of the employee Presidential appointment

Retention Period Destroy 5 year(s) after cut off.

Additional Information

GAO Approval Not Required

Agency Certification

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal in this schedule are not now needed for the business of the agency or will not be needed after the retention periods specified.

Signatory Information

Date	Action	By	Title	Organization
10/26/2015	Certify	Dawn Boswell	Records Officer	OAS - Privacy and Records
11/30/2016	Return for Revision	Rania Mahmoud	Appraisal Archivist	National Archives and Records Administration - Records Management Services
02/24/2017	Submit For Certification	Sara Cheeseman	Records Contractor	Office of the Assistant Secretary - Office of Information Governance and Privacy
02/28/2017	Certify	Rachel Frier	ICE Records Officer	M and A - Records Division
04/18/2017	Return for Revision	Rania Mahmoud	Appraisal Archivist	National Archives and Records Administration - Records Management Services
06/14/2017	Submit For Certification	Vanessa Ortiz	Records Management Specialist	Department of Homeland Security - Immigration and Customs Enforcement
06/14/2017	Certify	Vanessa Ortiz	Records Management Specialist	Department of Homeland Security - Immigration and Customs Enforcement
07/20/2017	Submit for Concurrence	Rania Mahmoud	Appraisal Archivist	National Archives and Records Administration - Records Management Services
07/24/2017	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program

07/24/2017	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
07/25/2017	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist