

## Request for Records Disposition Authority

Records Schedule Number      DAA-0567-2015-0008  
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                      Protective Equipment Records  
Internal agency concurrences will be provided      No

Background Information              **\*Note: This schedule applies only to protective equipment 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 protective equipment 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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
8	0	8	0

### GAO Approval

## Outline of Records Schedule Items for DAA-0567-2015-0008

Sequence Number	
1	Use of Force Incident Case Files Disposition Authority Number: DAA-0567-2015-0008-0001
2	Medical Exceptions and Waivers Disposition Authority Number: DAA-0567-2015-0008-0002
3	Extension of Instructor Certification Records Disposition Authority Number: DAA-0567-2015-0008-0003
4	Special Response Team Incident Case Files Disposition Authority Number: DAA-0567-2015-0008-0004
5	Lost or Stolen Firearms and Body Armor Records Disposition Authority Number: DAA-0567-2015-0008-0005
6	Personally Owned Weapons (POW) Records Disposition Authority Number: DAA-0567-2015-0008-0006
7	Body Armor Requests Disposition Authority Number: DAA-0567-2015-0008-0007
8	Annual incident Reports Disposition Authority Number: DAA-0567-2015-0008-0008

## Records Schedule Items

Sequence Number	
1	<p data-bbox="373 414 812 446"><b>Use of Force Incident Case Files</b></p> <p data-bbox="373 468 1153 500">Disposition Authority Number      <b>DAA-0567-2015-0008-0001</b></p> <p data-bbox="373 521 1477 702"><b>Case files documenting incidents where force was used by ICE armed officers. Incidents are identified by category (shooting, intermediate, and unintentional discharges). Each case file contains a final report, reported details of the incident, and if required, testimony of those involved, training certification documents, and any other relevant materials regarding the incident.</b></p> <p data-bbox="373 723 925 755">Final Disposition                      <b>Temporary</b></p> <p data-bbox="373 776 860 808">Item Status                              <b>Active</b></p> <p data-bbox="373 829 828 861">Is this item media neutral?        <b>Yes</b></p> <p data-bbox="373 883 812 1000">Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?      <b>No</b></p> <p data-bbox="373 1032 682 1064"><b>Disposition Instruction</b></p> <p data-bbox="373 1095 1153 1127">Cutoff Instruction                      <b>Cut off when case is closed.</b></p> <p data-bbox="373 1149 1185 1181">Retention Period                        <b>Destroy 45 year(s) after cutoff.</b></p> <p data-bbox="373 1212 673 1244"><b>Additional Information</b></p> <p data-bbox="373 1276 958 1308">GAO Approval                            <b>Not Required</b></p>
2	<p data-bbox="373 1330 812 1361"><b>Medical Exceptions and Waivers</b></p> <p data-bbox="373 1383 1153 1415">Disposition Authority Number      <b>DAA-0567-2015-0008-0002</b></p> <p data-bbox="373 1436 1494 1542"><b>Medical exceptions and waivers maintained as showing exceptions to why demonstration of firearms proficiency requirements were waived temporarily due to a short term medical condition.</b></p> <p data-bbox="373 1564 925 1596">Final Disposition                      <b>Temporary</b></p> <p data-bbox="373 1617 860 1649">Item Status                              <b>Active</b></p> <p data-bbox="373 1670 828 1702">Is this item media neutral?        <b>Yes</b></p> <p data-bbox="373 1723 812 1840">Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?      <b>No</b></p> <p data-bbox="373 1872 682 1904"><b>Disposition Instruction</b></p>

3

Cutoff Instruction                      Cut off at end of calendar year.  
Retention Period                        Destroy 10 year(s) after cutoff.

**Additional Information**

GAO Approval                            Not Required

**Extension of Instructor Certification Records**

Disposition Authority Number        DAA-0567-2015-0008-0003

**Training certificates and other documents maintained to provide evidence that ICE employees are currently certified as firearms and/or use-of-force related instructors.**

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.  
Retention Period                        Destroy 5 year(s) after cutoff.

**Additional Information**

GAO Approval                            Not Required

4

**Special Response Team Incident Case Files**

Disposition Authority Number        DAA-0567-2015-0008-0004

**Case files containing operations plans and after action reports documenting incidents involving special response teams. Included in the case files are names of team members at the time of the incident, reports of the incident, and any additional corresponding forms or files relating to the incident.**

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**

5

Cutoff Instruction                      Cut off when case is closed.  
Retention Period                        Destroy 10 year(s) after cutoff.

**Additional Information**

GAO Approval                            Not Required

**Lost or Stolen Firearms and Body Armor Records**

Disposition Authority Number        DAA-0567-2015-0008-0005

Documentation of all instances where firearms or body armor has been lost or stolen. Records include statement from employee reporting loss or theft, personal information of the employee, firearm serial number, testimony, local police reports, and all other materials gathered during the investigation of the incident.

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.

Retention Period                        Destroy 15 year(s) after cutoff.

**Additional Information**

GAO Approval                            Not Required

6

**Personally Owned Weapons (POW) Records**

Disposition Authority Number        DAA-0567-2015-0008-0006

Records documenting the authorization for an ICE armed officer to carry an approved personally owned handgun for duty and use. Records include inspection forms, proficiency scores, training records, serial number and type of weapon, and approval by supervisor.

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

7

**Disposition Instruction**

Cutoff Instruction                      Cut off when employee leave the agency.  
Retention Period                        Destroy 5 year(s) after cutoff.

**Additional Information**

GAO Approval                            Not Required

**Body Armor Requests**

Disposition Authority Number        DAA-0567-2015-0008-0007

Requests submitted from local coordinators for body armor to be used by ICE agents. Data collected includes employee name, social security number, duty station, and fitting measurements of the agents making the request.

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 calendar year.  
Retention Period                        Destroy 7 year(s) after cutoff.

**Additional Information**

GAO Approval                            Not Required

**Annual incident Reports**

Disposition Authority Number        DAA-0567-2015-0008-0008

Report compiling all incidents which occurred the previous year. A detailed narrative of each incident is included in the report. Report is sent to senior management.

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

8

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

### 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
12/07/2016	Submit for Concurrency	Rania Mahmoud	Appraisal Archivist	National Archives and Records Administration - Records Management Services
12/09/2016	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
12/13/2016	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
12/15/2016	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist