

## Request for Records Disposition Authority

Records Schedule Number      **DAA-0567-2015-0009**  
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                **Training Records**  
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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
15	0	15	0

### GAO Approval

## Outline of Records Schedule Items for DAA-0567-2015-0009

Sequence Number	
1	Training Material File Disposition Authority Number: DAA-0567-2015-0009-0001
2	Federal Law Enforcement Training Center Attendance Records Disposition Authority Number: DAA-0567-2015-0009-0002
3	Completed Law Enforcement Course Student Records Disposition Authority Number: DAA-0567-2015-0009-0003
4	Non-Law Enforcement Course Student Records Disposition Authority Number: DAA-0567-2015-0009-0004
5	Training Policy and Guidance Records Disposition Authority Number: DAA-0567-2015-0009-0005
6	Internal Requests for Curriculum Disposition Authority Number: DAA-0567-2015-0009-0006
7	Training and Development Policy Standards Disposition Authority Number: DAA-0567-2015-0009-0007
8	Accreditation Records Disposition Authority Number: DAA-0567-2015-0009-0008
9	Non-Completed Law Enforcement Course Student Records Disposition Authority Number: DAA-0567-2015-0009-0009
10	Successful Instructor Certification Files Disposition Authority Number: DAA-0567-2015-0009-0010
11	Unsuccessful Instructor Certification Files Disposition Authority Number: DAA-0567-2015-0009-0011
12	Class Training Files Disposition Authority Number: DAA-0567-2015-0009-0012
13	Monthly Student Graduation Report Disposition Authority Number: DAA-0567-2015-0009-0013
14	Student Training Records Disposition Authority Number: DAA-0567-2015-0009-0014
15	Training Participation Records Disposition Authority Number: DAA-0567-2015-0009-0015

Records Schedule Items

Sequence Number	
1	<p><b>Training Material File</b></p> <p>Disposition Authority Number      <b>DAA-0567-2015-0009-0001</b></p> <p><b>Manuals, syllabuses, textbooks, and other training aids used in instructing ICE and non-ICE employees, including state other Federal agency personnel, through ICE sponsored or developed training courses and instructional conferences.</b></p> <p>Final Disposition                      <b>Temporary</b></p> <p>Item Status                                <b>Active</b></p> <p>Is this item media neutral?            <b>Yes</b></p> <p>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><b>Disposition Instruction</b></p> <p>Cutoff Instruction                        <b>Cut off file when course is terminated or superseded.</b></p> <p>Retention Period                         <b>Destroy 40 year(s) after cutoff.</b></p> <p><b>Additional Information</b></p> <p>GAO Approval                              <b>Not Required</b></p>
2	<p><b>Federal Law Enforcement Training Center Attendance Records</b></p> <p>Disposition Authority Number      <b>DAA-0567-2015-0009-0002</b></p> <p><b>Federal Law Enforcement Training Center attendance records for ICE employees. Records include class rosters and other relevant attendance information.</b></p> <p>Final Disposition                        <b>Temporary</b></p> <p>Item Status                                <b>Active</b></p> <p>Is this item media neutral?            <b>Yes</b></p> <p>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><b>Disposition Instruction</b></p> <p>Cutoff Instruction                        <b>Cut off at end of fiscal year.</b></p> <p>Retention Period                         <b>Destroy 3 year(s) after cutoff.</b></p>

3

**Additional Information**

GAO Approval Not Required

**Completed Law Enforcement Course Student Records**

Disposition Authority Number DAA-0567-2015-0009-0003

Student records documenting completion of law enforcement courses hosted by ICE Academies. Includes course schedules, critiques, student roster, test scores (including firearms, physical, and tactical) and other documentation pertinent to the specific course.

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 fiscal year course is offered.

Retention Period Destroy 40 year(s) after cutoff.

**Additional Information**

GAO Approval Not Required

4

**Non-Law Enforcement Course Student Records**

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

Student records documenting completion of non-law enforcement courses hosted by ICE Academies. Includes course schedules, critiques, student roster, test scores (including firearms, physical, and tactical), and other documentation pertinent to the the specific course.

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 fiscal year course is offered.

5

Retention Period Destroy 40 year(s) after cutoff.

**Additional Information**

GAO Approval Not Required

**Training Policy and Guidance Records**

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

Training policy and guidance documents that ensure training is delivered consistently and uniformly.

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 superseded or rescinded.

Retention Period Destroy 30 year(s) after cutoff.

**Additional Information**

GAO Approval Not Required

6

**Internal Requests for Curriculum**

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

Lists of offices within ICE, not including the Office of Training and Development (OTD), which have requested a copy of the current curriculum offered at the ICE Academies.

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 the calendar year.

Retention Period Destroy 5 year(s) after cutoff.

7

**Additional Information**

GAO Approval Not Required

**Training and Development Policy Standards**

Disposition Authority Number DAA-0567-2015-0009-0007

Internal policy for ICE Academy and the Office of Training and Development to support standards required by Federal Law Enforcement Training Center (FLETC).

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 policy has been superseded.

Retention Period Destroy 15 year(s) after cutoff.

**Additional Information**

GAO Approval Not Required

**Accreditation Records**

Disposition Authority Number DAA-0567-2015-0009-0008

Records documenting progress to gain accreditation status for the ICE Academy. Includes documentation showing compliance once accreditation has been achieved.

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 accreditation status.

Retention Period Destroy 20 year(s) after cutoff.

**Additional Information**

8

9

GAO Approval **Not Required**

**Non-Completed Law Enforcement Course Student Records**

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

**Student records documenting non-completion of law enforcement courses hosted by ICE Academies. Includes course schedules, critiques, student roster, test scores (including firearms, physical, or tactical), and other documentation pertinent to the specific course.**

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 at end of fiscal year course is offered.**

Retention Period **Destroy 40 year(s) after cutoff.**

**Additional Information**

GAO Approval **Not Required**

10

**Successful Instructor Certification Files**

Disposition Authority Number **DAA-0567-2015-0009-0010**

**Records documenting successful annual certification of course instructors. includes required training, assessments, and other related documentation.**

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 upon successful completion of certification.**

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

**Additional Information**

11

GAO Approval Not Required

**Unsuccessful Instructor Certification Files**

Disposition Authority Number DAA-0567-2015-0009-0011

Records documenting unsuccessful annual certification of course instructors. includes required training, assessments, and other related documentation.

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 unsuccessful completion of certification.

Retention Period Destroy 7 year(s) after cutoff.

**Additional Information**

GAO Approval Not Required

12

**Class Training Files**

Disposition Authority Number DAA-0567-2015-0009-0012

Records documenting training conducted at the academy. Files consist of class rosters, bio sheets, schedules, sign-in sheets, testing and score sheets, evaluations, class photo, training agreements, and other related material.

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 fiscal year.

Retention Period Destroy 7 year(s) after cutoff.

**Additional Information**

GAO Approval Not Required



13

**Monthly Student Graduation Report**

Disposition Authority Number      **DAA-0567-2015-0009-0013**

**Monthly report listing the number of students graduating from training courses offered by the National Firearms and Tactical Training Unit.**

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 3 year(s) after cutoff.**

**Additional Information**

GAO Approval                            **Not Required**

14

**Student Training Records**

Disposition Authority Number      **DAA-0567-2015-0009-0014**

**Training records documenting the training of law enforcement agents post-Academy. Includes course schedules, critiques, student rosters, test scores (including firearms or tactical), after action reports, and other documentation pertinent to the specific course.**

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 40 year(s) after cutoff.**

**Additional Information**

GAO Approval                            **Not Required**

15

**Training Participation Records**

Disposition Authority Number      **DAA-0567-2015-0009-0015**

**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.**

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 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**

## 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
07/06/2016	Return for Revision	Ashby Crowder	Archives Specialist	National Archives and Records Administration - ACRA
07/14/2016	Submit For Certification	Nathan Miller	Archivist	National Archives and Records Administration - Records Management Services
08/01/2016	Certify	Dawn Boswell	Records Officer	OAS - Privacy and Records
11/17/2016	Submit for Concurrence	Ashby Crowder	Archives Specialist	National Archives and Records Administration - ACRA
11/23/2016	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
11/28/2016	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
12/01/2016	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist