

## Request for Records Disposition Authority

Records Schedule Number      DAA-0567-2015-0010  
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                Civil Rights Records  
Internal agency concurrences will be provided      No

Background Information            **\*Note: This schedule applies only to civil rights 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 civil rights 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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
5	0	5	0

GAO Approval

## Outline of Records Schedule Items for DAA-0567-2015-0010

Sequence Number	
1	<b>Detainee Medical Complaint Records</b> Disposition Authority Number: DAA-0567-2015-0010-0001
2	<b>Civil Rights and Civil Liberties Complaint Records</b> Disposition Authority Number: DAA-0567-2015-0010-0002
3	<b>Detention Site Complaint Records</b> Disposition Authority Number: DAA-0567-2015-0010-0003
4	<b>Language Access Plans</b> Disposition Authority Number: DAA-0567-2015-0010-0004
5	<b>Minority Serving Institution (MSI) Reports</b> Disposition Authority Number: DAA-0567-2015-0010-0005

## Records Schedule Items

Sequence Number	
1	<p data-bbox="354 427 857 455"><b>Detainee Medical Complaint Records</b></p> <p data-bbox="354 476 1122 504">Disposition Authority Number      <b>DAA-0567-2015-0010-0001</b></p> <p data-bbox="354 527 1490 708">Correspondence, including associated materials, with the Homeland Security Office for Civil Rights and Civil Liberties (CRCL). Records include complaints made by detainees concerning their medical treatment. ICE provides information based on the detainee's medical folder provided by the facility where the detainee is housed.</p> <p data-bbox="354 729 899 757">Final Disposition                      <b>Temporary</b></p> <p data-bbox="354 778 834 806">Item Status                              <b>Active</b></p> <p data-bbox="354 827 805 855">Is this item media neutral?        <b>Yes</b></p> <p data-bbox="354 876 805 904">Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?      <b>Yes</b></p> <p data-bbox="354 925 805 953">Do any of the records covered by this item exist as structured electronic data?                      <b>Yes</b></p> <p data-bbox="354 1151 651 1178"><b>Disposition Instruction</b></p> <p data-bbox="354 1200 1463 1353">Cutoff Instruction                      <b>Cut off when DHS accepts the answer provide by ICE, or in the event of administrative action or litigation, after the expiration of the final adjudication appeal period.</b></p> <p data-bbox="354 1374 1149 1402">Retention Period                      <b>Destroy 3 year(s) after cutoff.</b></p> <p data-bbox="354 1444 651 1472"><b>Additional Information</b></p> <p data-bbox="354 1493 935 1521">GAO Approval                          <b>Not Required</b></p>
2	<p data-bbox="354 1555 1027 1583"><b>Civil Rights and Civil Liberties Complaint Records</b></p> <p data-bbox="354 1604 1130 1632">Disposition Authority Number      <b>DAA-0567-2015-0010-0002</b></p> <p data-bbox="354 1655 1490 1768">Correspondence, including associated materials, with the Office of Civil Rights and Civil Liberties concerning civil rights and civil liberties (non-medical) complaints made by detainees or ICE stakeholders.</p> <p data-bbox="354 1789 906 1817">Final Disposition                      <b>Temporary</b></p> <p data-bbox="354 1838 841 1866">Item Status                              <b>Active</b></p> <p data-bbox="354 1887 808 1915">Is this item media neutral?        <b>Yes</b></p>

	Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	Yes
	Do any of the records covered by this item exist as structured electronic data?	Yes
	<b>Disposition Instruction</b>	
	Cutoff Instruction	Cut off when DHS accepts the answer provided by ICE, or in the event of administrative action or litigation, after the expiration of the final adjudication appeal period.
	Retention Period	Destroy 3 year(s) after cutoff.
	<b>Additional Information</b>	
	GAO Approval	Not Required
3	<b>Detention Site Complaint Records</b>	
	Disposition Authority Number	DAA-0567-2015-0010-0003
	<b>Site documentation and materials accumulated or created based on complaints by detainees or the recommendation of the Department of Homeland Security. Includes subject matter expert recommendation based on detention facility.</b>	
	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?	Yes
	Do any of the records covered by this item exist as structured electronic data?	Yes
	<b>Disposition Instruction</b>	
	Cutoff Instruction	Cut off upon when DHS accepts the recommendation, or in the event of administrative action or litigation, after the expiration of the final adjudication appeal period.
	Retention Period	Destroy 3 year(s) after cutoff.
	<b>Additional Information</b>	
	GAO Approval	Not Required

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**Language Access Plans**

Disposition Authority Number      DAA-0567-2015-0010-0004

**Plans describing how ICE provides language access to ICE external stakeholders.**

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.

Retention Period                        Destroy immediately after cutoff.

**Additional Information**

GAO Approval                            Not Required

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**Minority Serving Institution (MSI) Reports**

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

**Reports and associated materials documenting agency efforts to recruit minority students and to provide support to MSI educational institutions.**

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

## 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
05/24/2017	Submit for Concurrence	Rania Mahmoud	Appraisal Archivist	National Archives and Records Administration - Records Management Services
05/30/2017	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
05/30/2017	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
05/31/2017	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist