

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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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	Detainee Medical Complaint Records Disposition Authority Number: DAA-0567-2015-0010-0001
2	Civil Rights and Civil Liberties Complaint Records Disposition Authority Number: DAA-0567-2015-0010-0002
3	Detention Site Complaint Records Disposition Authority Number: DAA-0567-2015-0010-0003
4	Language Access Plans Disposition Authority Number: DAA-0567-2015-0010-0004
5	Minority Serving Institution (MSI) Reports Disposition Authority Number: DAA-0567-2015-0010-0005

Records Schedule Items

Sequence Number	
1	<p>Detainee Medical Complaint Records</p> <p>Disposition Authority Number DAA-0567-2015-0010-0001</p> <p>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>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? Yes</p> <p>Do any of the records covered by this item exist as structured electronic data? Yes</p> <p>Disposition Instruction</p> <p>Cutoff Instruction 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.</p> <p>Retention Period Destroy 3 year(s) after cutoff.</p> <p>Additional Information</p> <p>GAO Approval Not Required</p>
2	<p>Civil Rights and Civil Liberties Complaint Records</p> <p>Disposition Authority Number DAA-0567-2015-0010-0002</p> <p>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>Final Disposition Temporary</p> <p>Item Status Active</p> <p>Is this item media neutral? Yes</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
	Disposition Instruction	
	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.
	Additional Information	
	GAO Approval	Not Required
3	Detention Site Complaint Records	
	Disposition Authority Number	DAA-0567-2015-0010-0003
	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.	
	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
	Disposition Instruction	
	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.
	Additional Information	
	GAO Approval	Not Required

4

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

5

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