



Records Schedule: DAA-0567-2015-0010

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

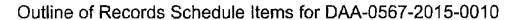
schedules.

Item Count

Number of Total Disposition Items		Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
5	0	5	0

GAO Approval





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



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1 **Detainee Medical Complaint Records**

> Disposition Authority Number DAA-0567-2015-0010-0001

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.

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 email and word processing?

Yes

Do any of the records covered by this item exist as structured

Yes

electronic data?

Disposition Instruction

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.

Retention Period Destroy 3 year(s) after cutoff.

Additional Information

GAO Approval Not Required

Civil Rights and Civil Liberties Complaint Records

Disposition Authority Number DAA-0567-2015-0010-0002

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.

Final Disposition Temporary

Item Status Active

Is this item media neutral? Yes

2

Do any of the records covered by this item currently exist in electronic format(s) other than email and word processing? Yes

Do any of the records covered by this item exist as structured

Yes

electronic data?

Disposition 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

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 email 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

3



4	Langua	ge Access Plans
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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 email and word processing?

No

Disposition Instruction

Cutoff Instruction Cut off when superseded.

Retention Period Destroy immediately after cutoff.

Additional Information

GAO Approval Not Required

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 email and word processing?

No

Disposition Instruction

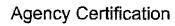
Cutoff Instruction Cut off at end of calendar year.

Retention Period Destroy 3 year(s) after cutoff.

Additional Information

GAO Approval Not Required

5



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	Ву	Title	Organization
10/20/2015	Certify	Dawn Boswell	Records Officer	OAS - Privacy and Records
05/24/2017	Submit for Concur rence	Rania Mahmoud	Appraisal Archivist	National Archives and Records Administration - Records Management Services
05/30/2017	Concur	Margaret Hawkins	Director of Records Management Servic es	National Records Management Program - ACNR Records Management Serivces
05/30/2017	Concur	Margaret Hawkins	Director of Records Management Servic es	National Records Management Program - ACNR Records Management Serivces
05/31/2017	Approve	David Ferriero	Archivist of the Unite d States	Office of the Archivist - Office of the Archivist