

Request for Records Disposition Authority

Records Schedule Number DAA-0567-2015-0013

Schedule Status Modified Approved Version

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 Detainee Records

Internal agency concurrences will be provided No

Background Information Enforcement and Removal Operations (ERO) is responsible for the management and oversight of the United States civil immigration detention system. Detainees placed in ICE custody are individuals who are apprehended and determined to need custodial supervision. Individuals who are released from secure custody constitute ERO's "nondetained" docket. Every case, whether "detained" or "non-detained," remains part of ERO's caseload and is actively managed until it is formally closed. ERO processes and monitors detained and non-detained cases as they move through immigration court proceedings to conclusion.

The Office of Professional Responsibility (OPR) is responsible for overseeing the agency's detention functions to ensure compliance with ICE detention standards. In the event of a detainee's death, OPR will investigate the circumstances of that death.

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
8	2	6	0

GAO Approval

Outline of Records Schedule Items for DAA-0567-2015-0013

Sequence Number	
1	Detainee Sexual Abuse and Assault Files Disposition Authority Number: DAA-0567-2015-0013-0001
2	Enforcement and Removal Operations (ERO) Detainee Death Review Files Disposition Authority Number: DAA-0567-2015-0013-0002
3	Office of Professional Responsibility (OPR) Detainee Death Review Files Disposition Authority Number: DAA-0567-2015-0013-0003
4	Detainee Death Reports Disposition Authority Number: DAA-0567-2015-0013-0004
5	Detention Monitoring Reports Disposition Authority Number: DAA-0567-2015-0013-0005
6	Detainee Escape Reports Disposition Authority Number: DAA-0567-2015-0013-0006
7	Detention Reporting Information Line (DRIL) Records Disposition Authority Number: DAA-0567-2015-0013-0007
8	Detainee Segregation Reports Disposition Authority Number: DAA-0567-2015-0013-0008

Records Schedule Items

Sequence Number	
1	<p data-bbox="345 380 932 411">Detainee Sexual Abuse and Assault Files</p> <p data-bbox="345 432 1149 464">Disposition Authority Number DAA-0567-2015-0013-0001</p> <p data-bbox="345 489 1507 674">Records documenting the reporting and investigation of sexual abuse or assault allegations between detainees as well as by employees, contractors, or volunteers against detainees. Records include, but are not limited to, police reports; summaries of medical exam results; supporting memos and video (if any); evidentiary materials pertaining to the allegation; and investigation outcomes.</p> <p data-bbox="345 695 915 726">Final Disposition Temporary</p> <p data-bbox="345 747 873 779">Item Status Inactive</p> <p data-bbox="345 800 818 831">Is this item media neutral? Yes</p> <p data-bbox="345 852 802 978">Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No</p> <p data-bbox="345 999 1495 1073">GRS or Superseded Authority Citation N1-567-11-009 / 1a (supersede in part, for detainee sexual abuse and assault files only.)</p> <p data-bbox="345 1094 1520 1314">Inactive Status Explanation This item is suspended per court order in Citizens for Responsibility and Ethics in Washington et al., Plaintiffs, v. National Archives and Records Administration et al., Defendants., No. 20-CV-00739 (APM), 2021 WL 950142 (D.D.C. Mar. 12, 2021). The item cannot be used for disposition of records.</p> <p data-bbox="345 1356 659 1388">Disposition Instruction</p> <p data-bbox="345 1409 1484 1482">Cutoff Instruction Cut off at end of the fiscal year in which the case is closed.</p> <p data-bbox="345 1503 1192 1535">Retention Period Destroy 25 year(s) after cutoff.</p> <p data-bbox="345 1577 656 1608">Additional Information</p> <p data-bbox="345 1629 948 1661">GAO Approval Not Required</p>
2	<p data-bbox="345 1692 1409 1724">Enforcement and Removal Operations (ERO) Detainee Death Review Files</p> <p data-bbox="345 1745 1154 1776">Disposition Authority Number DAA-0567-2015-0013-0002</p> <p data-bbox="345 1797 1511 1948">Records documenting Enforcement and Removal Operations (ERO) reporting of detainee deaths that occur in ICE custody, including detention facilities, medical facilities, or in transit to or from any such facility. ERO, in coordination with OPR, conducts an internal review of all facility inspection records for the detention facility</p>

at which the death occurred, and a review of all contract documentation for the detention facility where the death occurred. Records include, but are not limited to, correspondence; medical reports; investigative reports; detainee's detention and medical files; death certificates; toxicology reports; and autopsy reports.

Final Disposition Temporary

Item Status Inactive

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

Inactive Status Explanation This item is suspended per court order in Citizens for Responsibility and Ethics in Washington et al., Plaintiffs, v. National Archives and Records Administration et al., Defendants., No. 20-CV-00739 (APM), 2021 WL 950142 (D.D.C. Mar. 12, 2021). The item cannot be used for disposition of records.

Disposition Instruction

Cutoff Instruction Cut off at the end of the fiscal year in which the case is closed.

Retention Period Destroy 20 year(s) after cutoff.

Additional Information

GAO Approval Not Required

Office of Professional Responsibility (OPR) Detainee Death Review Files

Disposition Authority Number DAA-0567-2015-0013-0003

Records documenting OPR investigation of detainee deaths that occur in ICE custody, including but not limited to deaths that occur in a detention facility, a medical facility, or in transit to or from any such facility. Records include, but are not limited to, investigative reports and their exhibits, correspondence, witness statements, extracts of pertinent information, immigration records, medical records, photographs, video and voice recordings, death certificates, toxicology report, and autopsy reports.

Final Disposition Permanent

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

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Do any of the records covered by this item exist as structured electronic data? **Yes**

GRS or Superseded Authority Citation **N1-567-11-009 / 1a (supersede in part, for detainee death review files only.)**

Disposition Instruction

Cutoff Instruction **Cut off at the end of the fiscal year in which the case is closed.**

Transfer to the National Archives for Accessioning **Transfer to the National Archives 20 year(s) after cutoff.**

Additional Information

What will be the date span of the initial transfer of records to the National Archives? **Unknown
Will be determine in consultation with OPR.**

How frequently will your agency transfer these records to the National Archives? **Every 5 Years**

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Detainee Death Reports

Disposition Authority Number **DAA-0567-2015-0013-0004**

Cumulative reports of individuals who have died while in ICE custody each fiscal year. Reports include alien's name, alien number, date of death, location at time of death, type of death (natural causes, suicide, homicide, accidental overdose, etc.), and cause of death as reported on the death certificate.

Final Disposition **Permanent**

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**

GRS or Superseded Authority Citation **N1-567-08-001 / 2b1
N1-567-08-001 / 2b2**

Disposition Instruction

	Cutoff Instruction	Cut off at the end of the fiscal year in which the report is issued.
	Transfer to the National Archives for Accessioning	Transfer to the National Archives 20 year(s) after cut off.
	Additional Information	
	What will be the date span of the initial transfer of records to the National Archives?	Unknown Records Division will consult with ERO for date span of initial transfer.
	How frequently will your agency transfer these records to the National Archives?	Unknown Records Division will consult with ERO and NARA for transfer frequency.
5	Detention Monitoring Reports	
	Disposition Authority Number	DAA-0567-2015-0013-0005
	Reports documenting on-site monitoring of detention facilities for appropriate and timely resolution of problems and concerns that may arise daily during facility operations. Facilities provide weekly reports to the Detention Monitoring Unit (DMU) identifying concerns within the facility and corrective actions taken to remedy them.	
	Final Disposition	Temporary
	Item Status	Inactive
	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
	Inactive Status Explanation	This item is suspended per court order in Citizens for Responsibility and Ethics in Washington et al., Plaintiffs, v. National Archives and Records Administration et al., Defendants., No. 20-CV-00739 (APM), 2021 WL 950142 (D.D.C. Mar. 12, 2021). The item cannot be used for disposition of records.
	Disposition Instruction	
	Cutoff Instruction	Cut off at end of the calendar year in which the report is issued.
	Retention Period	Destroy 3 year(s) after cutoff.
	Additional Information	

6	<p>GAO Approval Not Required</p> <p>Detainee Escape Reports</p> <p>Disposition Authority Number DAA-0567-2015-0013-0006</p> <p>Reports documenting details of successful detainee escapes from ICE custody or detention facilities. Reports are generated from field offices and submitted to the ICE Detention Standards Compliance Unit (DSCU).</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? No</p> <p>Disposition Instruction</p> <p>Cutoff Instruction Cut off at end of the fiscal year in which the report is issued.</p> <p>Retention Period Destroy 7 year(s) after cutoff.</p> <p>Additional Information</p> <p>GAO Approval Not Required</p>
7	<p>Detention Reporting Information Line (DRIL) Records</p> <p>Disposition Authority Number DAA-0567-2015-0013-0007</p> <p>Records documenting calls to the Detention Reporting and Information Line (DRIL). DRIL is a toll-free service providing a direct channel for individuals in ICE custody, the public, non-governmental organizations, faith-based organizations, academic institutions, attorneys, and advocacy groups to communicate directly with ICE to answer questions and resolve concerns. Inquiries are sent to the appropriate referral source for action and resolution. Records include, but are not limited to, communications in any form (phone, etc.), correspondence, and supporting documentation.</p> <p>Final Disposition Temporary</p> <p>Item Status Inactive</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? No</p> <p>Inactive Status Explanation This item is suspended per court order in Citizens for Responsibility and Ethics in Washington et</p>

al., Plaintiffs, v. National Archives and Records Administration et al., Defendants., No. 20-CV-00739 (APM), 2021 WL 950142 (D.D.C. Mar. 12, 2021). The item cannot be used for disposition of records.

Disposition Instruction

Cutoff Instruction

Cut off at end of the calendar year in which the call is received.

Retention Period

Destroy 7 year(s) after cutoff.

Additional Information

GAO Approval

Not Required

Detainee Segregation Reports

Disposition Authority Number DAA-0567-2015-0013-0008

Reports documenting the placement of detainees in segregated housing, including reasons for segregation placement, compliance with applicable detention standards, alternative arrangements explored, and assessment of the best course of action. Segregation may be administrative, disciplinary, protective actions, or self-requested by the detainee.

Final Disposition

Temporary

Item Status

Inactive

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

Inactive Status Explanation

This item is suspended per court order in Citizens for Responsibility and Ethics in Washington et al., Plaintiffs, v. National Archives and Records Administration et al., Defendants., No. 20-CV-00739 (APM), 2021 WL 950142 (D.D.C. Mar. 12, 2021). The item cannot be used for disposition of records.

Disposition Instruction

Cutoff Instruction

Cut off at end of fiscal year in which the detainee is released from segregation.

Retention Period

Destroy 7 year(s) after cutoff.

Additional Information

GAO Approval

Not Required

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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
11/25/2016	Return for Revision	Ashby Crowder	Archives Specialist	National Archives and Records Administration - ACRA
02/06/2017	Submit For Certification	Sara Cheeseman	Records Contractor	Office of the Assistant Secretary - Office of Information Governance and Privacy
02/13/2017	Return to Submitter	Rachel Frier	ICE Records Officer	M and A - Records Division
05/23/2017	Submit For Certification	Vanessa Ortiz	Records Management Specialist	Department of Homeland Security - Immigration and Customs Enforcement
05/23/2017	Certify	Vanessa Ortiz	Records Management Specialist	Department of Homeland Security - Immigration and Customs Enforcement
01/09/2018	Return for Revision	Ashby Crowder	Archives Specialist	National Archives and Records Administration - ACRA
10/24/2018	Submit For Certification	Vanessa Ortiz	Records Management Specialist	Department of Homeland Security - Immigration and Customs Enforcement
10/25/2018	Certify	Daniel Tucker	Records Officer	Management and Administration - Information governance and Privacy
11/05/2019	Submit for Concurrence	Ashby Crowder	Archives Specialist	National Archives and Records Administration - ACRA

11/14/2019	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
11/14/2019	Concur	Laurence Brewer	Chief Records Officer	National Records and Archives Administration - National Records and Archives Administration
12/11/2019	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist