

Request for Records Disposition Authority

Records Schedule Number DAA-0567-2015-0014
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 Removal Travel Records
Internal agency concurrences will be provided No

Background Information ***Note: This schedule applies only to removal travel 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 removal travel 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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
6	0	6	0

GAO Approval

Outline of Records Schedule Items for DAA-0567-2015-0014

Sequence Number	
1	International Removal and Deportation Agreements Disposition Authority Number: DAA-0567-2015-0014-0001
2	Country Briefings Disposition Authority Number: DAA-0567-2015-0014-0002
3	Post Order Custody and Review Unit Case Files Disposition Authority Number: DAA-0567-2015-0014-0003
4	ICE AIR Operations Detainee Transportation Records Disposition Authority Number: DAA-0567-2015-0014-0004
5	Alien Travel Case Files Disposition Authority Number: DAA-0567-2015-0014-0005
6	Daily Transport Notifications Disposition Authority Number: DAA-0567-2015-0014-0006

Records Schedule Items

Sequence Number	
1	<p>International Removal and Deportation Agreements</p> <p>Disposition Authority Number DAA-0567-2015-0014-0001</p> <p>International agreements developed for the issuance of travel documents and repatriation of foreign nationals describing the conditions that must be followed for the action of removal and deportation to each individual country.</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Cutoff Instruction Cut off when agreement is no longer in effect. Keep agreement for as long as both parties agree to abide by the document or until an update amendment is completed.</p> <p>Retention Period Destroy 5 year(s) after cutoff.</p> <p>Additional Information</p> <p>GAO Approval Not Required</p>
2	<p>Country Briefings</p> <p>Disposition Authority Number DAA-0567-2015-0014-0002</p> <p>Briefings documenting relations with foreign countries regarding the issuance of travel documents and repatriations.</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>

3

Cutoff Instruction Cut off once final briefing is compiled.
Retention Period Destroy 5 years after briefing is updated or superseded, whichever is sooner.

Additional Information

GAO Approval Not Required

Post Order Custody and Review Unit Case Files

Disposition Authority Number DAA-0567-2015-0014-0003

Case files include all documentation pertaining to the review process needed to adjudicate cases and to track and verify release and detention decisions.

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 alien is removed or released.

Retention Period Destroy 7 year(s) after cutoff.

Additional Information

GAO Approval Not Required

4

ICE AIR Operations Detainee Transportation Records

Disposition Authority Number DAA-0567-2015-0014-0004

Records documenting the transport of detainees using ICE AIR Operations. Records include manifested 216's and End of Mission Reports. Manifested 216's are created to track detainees transported by ICE AIR Operations. The manifested 216's also include biographical data of transported detainees. End of Mission Reports are created to verify numbers, times, and flight hour costs for each mission conducted.

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

5

Disposition Instruction

Cutoff Instruction Cut off at end of calendar year that detainee was transported.

Retention Period Destroy 10 year(s) after cutoff.

Additional Information

GAO Approval Not Required

Alien Travel Case Files

Disposition Authority Number DAA-0567-2015-0014-0005

Case files on travel-related aspects of removal operations. May include warrants, flight schedules, flight manifests, travel orders, travel itineraries and other associated removal documents. File may also include alien identification records, such as passports and birth or baptismal certificates, which are incorporated into the A-File.

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 Materials not incorporated into the A-File will be cut off upon completion of removal .

Retention Period Destroy 10 year(s) after cutoff.

Additional Information

GAO Approval Not Required

6

Daily Transport Notifications

Disposition Authority Number DAA-0567-2015-0014-0006

Daily transport notifications to detention facilities notifying who will be picked up for a court appearance or for transport to an ERO 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?

Disposition Instruction

Cutoff Instruction

Cut off at the end of the fiscal year.

Retention Period

Destroy 7 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
08/04/2016	Submit for Concurrency	Rania Mahmoud	Appraisal Archivist	National Archives and Records Administration - Records Management Services
08/10/2016	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
08/11/2016	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
08/12/2016	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist