

Request for Records Disposition Authority

Records Schedule Number **DAA-0567-2015-0017**

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 **Strategy and Communications**

Internal agency concurrences will be provided **No**

Background Information

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
5	1	4	0

GAO Approval

Outline of Records Schedule Items for DAA-0567-2015-0017

Sequence Number	
1	Outside Agency Methods and Tools Disposition Authority Number: DAA-0567-2015-0017-0001
2	Inter-agency Circulation Materials Disposition Authority Number: DAA-0567-2015-0017-0002
3	Rules and Regulations Files Disposition Authority Number: DAA-0567-2015-0017-0003
4	Review and Advice Records Disposition Authority Number: DAA-0567-2015-0017-0004
5	Talking Points Disposition Authority Number: DAA-0567-2015-0017-0005

Records Schedule Items

Sequence Number	
1	<p>Outside Agency Methods and Tools</p> <p>Disposition Authority Number DAA-0567-2015-0017-0001</p> <p>Records documenting other agencies' tools and methodology for creating agency policy based on best practices.</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 calendar year.</p> <p>Retention Period Destroy 3 year(s) after cutoff. or when no longer needed for business occurs, whichever is later</p> <p>Additional Information</p> <p>GAO Approval Not Required</p>
2	<p>Inter-agency Circulation Materials</p> <p>Disposition Authority Number DAA-0567-2015-0017-0002</p> <p>DHS materials disseminated throughout ICE for comment. Includes initial request for comment, correspondence to program units, and program unit comments.</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 upon completion of review.</p> <p>Retention Period Destroy 3 year(s) after cutoff.</p>

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Additional Information

GAO Approval Not Required

Rules and Regulations Files

Disposition Authority Number **DAA-0567-2015-0017-0003**

Rules and regulations are initiated by ICE and printed in the Federal Register for comment. Final rules and regulations are again printed in the Federal Register and regulations ultimately included in the Code of Federal Regulations (CFR). The record of this process includes correspondence; minutes of meetings; transcripts of public hearings; copies of rules and regulations; privacy threshold analysis; analyses of the impact of the rule on the economy, and other related substantive materials. These records are created after publication of a proposed rule in the Federal Register.

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? No

Disposition Instruction

Cutoff Instruction Cut off when rule or regulation becomes final.

Transfer to the National Archives for Accessioning Transfer to the National Archives 30 year(s) after cutoff.

Additional Information

First year of records accumulation 2004

What will be the date span of the initial transfer of records to the National Archives? From 2004 To 2005

How frequently will your agency transfer these records to the National Archives? Every 1 Years

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Review and Advice Records

Disposition Authority Number **DAA-0567-2015-0017-0004**

Policy, plans, directives, and inquiries received by Program Offices for review and comment by other offices within ICE, DHS, or Congress.

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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 8 year(s) after cutoff.

Additional Information

GAO Approval Not Required

Talking Points

Disposition Authority Number DAA-0567-2015-0017-0005

Talking points developed for ICE staff who may be talking to, or interviewed, by the media.

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 the 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
10/26/2015	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
03/15/2017	Submit For Certification	Sara Cheeseman	Records Contractor	Office of the Assistant Secretary Office of Information Governance and Privacy
03/22/2017	Certify	Rachel Frier	ICE Records Officer	M and A - Records Division
08/11/2017	Return for Revision	Ashby Crowder	Archives Specialist	National Archives and Records Administration - ACRA
08/16/2017	Submit For Certification	Vanessa Ortiz	Records Management Specialist	Department of Homeland Security - Immigration and Customs Enforcement
08/16/2017	Certify	Vanessa Ortiz	Records Management Specialist	Department of Homeland Security - Immigration and Customs Enforcement
08/20/2018	Return for Revision	Ashby Crowder	Archives Specialist	National Archives and Records Administration - ACRA
08/20/2018	Submit For Certification	Vanessa Ortiz	Records Management Specialist	Department of Homeland Security - Immigration and Customs Enforcement
08/20/2018	Certify	Vanessa Ortiz	Records Management Specialist	Department of Homeland Security - Immigration and Customs Enforcement

08/27/2018	Return for Revision	Ashby Crowder	Archives Specialist	National Archives and Records Administration - ACRA
08/28/2018	Submit For Certification	Vanessa Ortiz	Records Management Specialist	Department of Homeland Security - Immigration and Customs Enforcement
08/28/2018	Certify	Vanessa Ortiz	Records Management Specialist	Department of Homeland Security - Immigration and Customs Enforcement
10/24/2018	Submit for Concurrence	Ashby Crowder	Archives Specialist	National Archives and Records Administration - ACRA
10/31/2018	Concur	Rachel BanTonkin	Supervisory Archives Specialist	National Archives and Records Administration - ACR1
11/02/2018	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
11/05/2018	Return to Submitter	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist
01/16/2020	Concur	Laurence Brewer	Chief Records Officer	National Records and Archives Administration - National Records and Archives Administration
01/17/2020	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist