

## Request for Records Disposition Authority

Records Schedule Number DAA-0567-2016-0003  
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 Intelligence Records  
Internal agency concurrences will be provided No

Background Information ICE uses all-source to conduct complex strategic-level analysis to positively affect ICE's worldwide investigations and operations. The core of the analytic process is the synthesis of classified intelligence, law enforcement information, and open-source reporting. This fusion of all information sources plays a vital role in supporting investigations related to illicit trade, illicit travel, and illicit finance. While ICE is the primary consumer of the products, analysts also collaborate and coordinate with other Department of Homeland Security elements, the Intelligence Community, and law enforcement partners.

Functions:

- Identify emerging and future patterns, trends, and threats from criminal activity;
- Assist operators with prioritizing their enforcement efforts;
- Identify potential systemic vulnerabilities and methods to mitigate these; and,
- Provide critical intelligence to law enforcement and intelligence community partners.

### Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
10	3	7	0

### GAO Approval

## Outline of Records Schedule Items for DAA-0567-2016-0003

Sequence Number	
1	Finished Intelligence Products Disposition Authority Number: DAA-0567-2016-0003-0001
2	Reports and Analysis Disposition Authority Number: DAA-0567-2016-0003-0002
3	Collection Requirements Files Disposition Authority Number: DAA-0567-2016-0003-0003
4	Joint Intelligence Operations Center (JIOC) Production Line Reporting Records Disposition Authority Number: DAA-0567-2016-0003-0004
5	Intelligence Briefings, Speeches, and Comments Disposition Authority Number: DAA-0567-2016-0003-0005
6	Intelligence Collection Management Records Disposition Authority Number: DAA-0567-2016-0003-0006
7	Intelligence Information Report (IIR) Disposition Authority Number: DAA-0567-2016-0003-0007
8	Special Law Enforcement Intelligence Records Disposition Authority Number: DAA-0567-2016-0003-0008
9	Intelligence Working Files Disposition Authority Number: DAA-0567-2016-0003-0009
10	Homeland Security Data Network(HSDN)/C-LAN Technical and Working Files Disposition Authority Number: DAA-0567-2016-0003-0010

## Records Schedule Items

Sequence Number	
1	<p><b>Finished Intelligence Products</b></p> <p>Disposition Authority Number      <b>DAA-0567-2016-0003-0001</b></p> <p>Intelligence products which consist of, but are not limited to, finished intelligence, intelligence notes, homeland security assessments, homeland security intelligence reports and associated background material for products identifying imminent homeland security threats, such as: relevant information papers, all-source versions of the products as it went through the vetting and review process, email traffic between the analyst and collaborator, graphs, and road maps for the product. These files also include assessments on specific topics; Executive Products for DHS senior leadership; Intelligence Summaries; and Intelligence Awareness Information Reports for a specific region, sector, or area of interest.</p> <p>Final Disposition                      <b>Permanent</b></p> <p>Item Status                              <b>Active</b></p> <p>Is this item media neutral?          <b>Yes</b></p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?      <b>Yes</b></p> <p>Do any of the records covered by this item exist as structured electronic data?                      <b>Yes</b></p> <p><b>Disposition Instruction</b></p> <p>Cutoff Instruction                      <b>Cut off end of calendar year in which case is closed.</b></p> <p>Transfer to the National Archives for Accessioning      <b>Transfer to the National Archives 25 year(s) after case closed</b></p> <p><b>Additional Information</b></p> <p>What will be the date span of the initial transfer of records to the National Archives?              <b>Unknown</b>  <b>Records could span back to the creation of ICE</b></p> <p>How frequently will your agency transfer these records to the National Archives?              <b>Every 5 Years</b></p>
2	<p><b>Reports and Analysis</b></p> <p>Disposition Authority Number      <b>DAA-0567-2016-0003-0002</b></p>

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**Reports and Analysis** consists of intelligence operations quarterly reporting, intelligence product tracking logs, and quality assurance feedback reports.

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 at end of fiscal year

Retention Period Destroy 22 year(s) after cut off

#### Additional Information

GAO Approval Not Required

#### Collection Requirements Files

Disposition Authority Number DAA-0567-2016-0003-0003

Correspondence, messages, and document pertaining to collection action. Subject files may contain memoranda, incoming communications, and copies of outgoing communications, comments on documents, related reports, and background material.

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 end of fiscal year in which requirement is cancelled

Retention Period Destroy 10 year(s) after cut off

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#### Additional Information

GAO Approval Not Required

#### Joint Intelligence Operations Center (JIOC) Production Line Reporting Records

Disposition Authority Number DAA-0567-2016-0003-0004

Reporting that HSI-Intel Collections Division prepares and distributes to ICE, DHS, and Intelligence Community members on a need to know basis. Reporting subjects include, but are not limited to, use of force and lost or stolen property, development and direction of the HSI Intelligence Program, catastrophic, natural, or manmade disasters, emergency operations, short-term Federal emergencies, emergency response actions, significant disasters and events, and incident/events regarding emerging or potential incidents with possible operational consequences.

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 at end of fiscal year

Retention Period Destroy 10 year(s) after cut off

#### Additional Information

GAO Approval Not Required

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#### Intelligence Briefings, Speeches, and Comments

Disposition Authority Number DAA-0567-2016-0003-0005

Statistical, narrative, and other reports or summaries, including presentations that are created to inform Executive-level decision makers throughout the DHS Intelligence Enterprise.

Final Disposition Permanent

Item Status Active

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in Yes

electronic format(s) other than re-mail and word processing?

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

Yes

#### Disposition Instruction

Cutoff Instruction

Cut off end of fiscal year

Transfer to the National Archives for Accessioning

Transfer to the National Archives 25 year(s) after cut off

#### Additional Information

What will be the date span of the initial transfer of records to the National Archives?

Unknown  
could be since creation of ICE

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

Every 5 Years

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#### Intelligence Collection Management Records

Disposition Authority Number

DAA-0567-2016-0003-0006

These files pertain to the intelligence functions of the division. They contain copies of policies, briefing aids, support materials, including those for objectives and goals, reviews of intelligence programs and recommendations for funding.

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 re-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 at end of fiscal year

Transfer to the National Archives for Accessioning

Transfer to the National Archives 30 year(s) after cut off

#### Additional Information

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What will be the date span of the initial transfer of records to the National Archives? Unknown  
could be from creation of ICE

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

**Intelligence Information Report (IIR)**

Disposition Authority Number DAA-0567-2016-0003-0007

The IIR provides the timely sharing of raw intelligence to other departments, agencies, and organizations, including the Intelligence Community. IIRs are written and drafted by ICE Reports Officers based upon validated intelligence requirements.

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 re-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 at the end of the fiscal year in which the report was created.

Retention Period Destroy 22 year(s) after cut off.

**Additional Information**

GAO Approval Not Required

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**Special Law Enforcement Intelligence Records**

Disposition Authority Number DAA-0567-2016-0003-0008

Biographic and classified data that are a product of or derived from intelligence in support of the ICE core mission. These records do not become part of an investigative case file.

Final Disposition Temporary

Item Status Active

Is this item media neutral? Yes

9	Do any of the records covered by this item currently exist in electronic format(s) other than re-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 at end of calendar year
	Retention Period	Destroy 25 year(s) after cut off
	Additional Information	
	GAO Approval	Not Required
	Intelligence Working Files	
	Disposition Authority Number	DAA-0567-2016-0003-0009
	Files created and maintained in support of an investigation that may include drafts that are circulated for internal discussion/comments before the vetting and review process is initiated, reference copies, interim reports, final analysis; report copies; internal operating procedures and instructions, and other materials not considered part of the official file.	
10	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 re-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 at end of fiscal year case is closed
	Retention Period	Destroy 25 year(s) after cut off
	Additional Information	
	GAO Approval	Not Required
10	Homeland Security Data Network(HSDN)/C-LAN Technical and Working Files	
	Disposition Authority Number	DAA-0567-2016-0003-0010

Documents consist of working files related to the management and deployment of HSDN and C-LAN systems. Working files include developing space requirements, telephone requirements, telephone orders, service work order, and related items to facilities management of the HSDN and C-LAN systems.

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 at end of fiscal year

Transfer to Inactive Storage Delete or destroy records and other non-records materials after cut off that do not have lasting administrative or legal value after two (2) years of completion or cancellation.

Retention Period Destroy 25 year(s) after cut off

**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
11/25/2015	Certify	Dawn Boswell	Records Officer	OAS - Privacy and Records
12/19/2016	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	Certify	Rachel Frier	ICE Records Officer	M and A - Records Division
06/05/2017	Return for Revision	Ashby Crowder	Archives Specialist	National Archives and Records Administration - ACRA
06/05/2017	Submit For Certification	Vanessa Ortiz	Records Management Specialist	Department of Homeland Security - Immigration and Customs Enforcement
06/05/2017	Certify	Vanessa Ortiz	Records Management Specialist	Department of Homeland Security - Immigration and Customs Enforcement
07/02/2018	Return for Revision	Ashby Crowder	Archives Specialist	National Archives and Records Administration - ACRA
10/19/2018	Submit For Certification	Vanessa Ortiz	Records Management Specialist	Department of Homeland Security - Immigration and Customs Enforcement
10/22/2018	Certify	Daniel Tucker	Records Officer	Management and Administration - Information governance and Privacy

03/09/2020	Submit for Concurrency	Ashby Crowder	Archives Specialist	National Archives and Records Administration - ACRA
03/12/2020	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
03/12/2020	Concur	Laurence Brewer	Chief Records Officer	National Records and Archives Administration - National Records and Archives Administration
04/09/2020	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist