

## Request for Records Disposition Authority

Records Schedule Number           DAA-0567-2016-0004  
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       Major Subdivision  
Major Subdivision                  Homeland Security Investigations  
Schedule Subject                    Operation Reports, Determinations, Review & Deconfliction Records  
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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
6	0	6	0

### GAO Approval

## Outline of Records Schedule Items for DAA-0567-2016-0004

Sequence Number	
1	After Action Reports Disposition Authority Number: DAA-0567-2016-0004-0001
2	Certified Undercover Field Review Files Disposition Authority Number: DAA-0567-2016-0004-0002
3	Student and Exchange Visitor Program (SEVP) Publications and Outreach Files Disposition Authority Number: DAA-0567-2016-0004-0003
4	Joint Terrorist Task Force (JTTF) Assessment Reports Disposition Authority Number: DAA-0567-2016-0004-0004
5	Requests for Deconfliction Disposition Authority Number: DAA-0567-2016-0004-0005
6	Summarized Reports on Investigations Disposition Authority Number: DAA-0567-2016-0004-0006

## Records Schedule Items

Sequence Number	
1	<p data-bbox="342 380 634 411"><b>After Action Reports</b></p> <p data-bbox="342 432 1149 464">Disposition Authority Number      <b>DAA-0567-2016-0004-0001</b></p> <p data-bbox="342 485 1425 674">Internal reports detailing the retrospective analysis on a given sequence of activities or operations to include but not limited to search warrants, arrest warrants, undercover operations, carried out by the office. These reports are organized by function, documents the activities of the office, and serves as a "lessons learned" resource.</p> <p data-bbox="342 695 919 726">Final Disposition                      <b>Temporary</b></p> <p data-bbox="342 747 850 779">Item Status                              <b>Active</b></p> <p data-bbox="342 800 818 831">Is this item media neutral?          <b>Yes</b></p> <p data-bbox="342 852 805 978">Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?      <b>No</b></p> <p data-bbox="342 1020 659 1052"><b>Disposition Instruction</b></p> <p data-bbox="342 1073 1198 1104">Cutoff Instruction                      <b>Cut off at end of calendar year.</b></p> <p data-bbox="342 1125 1170 1157">Retention Period                        <b>Destroy 7 year(s) after cutoff</b></p> <p data-bbox="342 1199 656 1230"><b>Additional Information</b></p> <p data-bbox="342 1251 951 1283">GAO Approval                            <b>Not Required</b></p>
2	<p data-bbox="342 1314 906 1346"><b>Certified Undercover Field Review Files</b></p> <p data-bbox="342 1367 1154 1398">Disposition Authority Number      <b>DAA-0567-2016-0004-0002</b></p> <p data-bbox="342 1419 1474 1650">This temporary review file is a consolidation of copies of records maintained within the Certified Undercover Operations to include transcript of interviews for consolidation into a single final report of a specific period of time for senior management review. In the event discrepancies have been identified within the transcript of interviews, a separate memorandum for record is placed within that specific file memorializing it for the life of the file.</p> <p data-bbox="342 1671 919 1703">Final Disposition                      <b>Temporary</b></p> <p data-bbox="342 1724 850 1755">Item Status                              <b>Active</b></p> <p data-bbox="342 1776 818 1808">Is this item media neutral?          <b>Yes</b></p> <p data-bbox="342 1829 805 1894">Do any of the records covered by this item currently exist in      <b>No</b></p>

3	electronic format(s) other than e-mail and word processing?	
	<b>Disposition Instruction</b>	
	Cutoff Instruction	Cut off when operation is completed.
	Retention Period	Destroy 20 year(s) after cutoff
	<b>Additional Information</b>	
	GAO Approval	Not Required
	<b>Student and Exchange Visitor Program (SEVP) Publications and Outreach Files</b>	
	Disposition Authority Number	DAA-0567-2016-0004-0003
	<b>Student and Exchange Visitor Program (SEVP) publications, announcements, and outreach documentation used to disseminate program changes, updates, or information for stakeholders, users, or the public, concerning SEVP mission related activities.</b>	
	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	
4	<b>Disposition Instruction</b>	
	Cutoff Instruction	Cut off at end of calendar year.
	Retention Period	Destroy when no longer needed for reference or 10 years after cut off, whichever is later.
	<b>Additional Information</b>	
	GAO Approval	Not Required
	<b>Joint Terrorist Task Force (JTTF) Assessment Reports</b>	
	Disposition Authority Number	DAA-0567-2016-0004-0004
	<b>Reports containing statistics on arrests and agents in the field that are compiled and sent to the JTTF for inclusion in the official FBI Joint Terrorism Task Force Report.</b>	
	Final Disposition	Temporary
	Item Status	Active
Is this item media neutral?	Yes	

5	Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	No
	<b>Disposition Instruction</b>	
	Cutoff Instruction	Cut off at end of the calendar year.
	Retention Period	Destroy 10 year(s) after cutoff
	<b>Additional Information</b>	
	GAO Approval	Not Required
	<b>Requests for Deconfliction</b>	
	Disposition Authority Number	DAA-0567-2016-0004-0005
	Requests for information from agencies to see if a suspect is currently being investigated for a different case.	
	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	
6	<b>Disposition Instruction</b>	
	Cutoff Instruction	Cut off at end of calendar year.
	Retention Period	Destroy 3 year(s) after cutoff
	<b>Additional Information</b>	
	GAO Approval	Not Required
	<b>Summarized Reports on Investigations</b>	
	Disposition Authority Number	DAA-0567-2016-0004-0006
	Summaries of cases captured in the Investigative Case File. Include summary and overview of ongoing investigations. Consists of ad hoc reports that may be produced for internal use that may differ from the official report.	
	Final Disposition	Temporary
	Item Status	Active
Is this item media neutral?	Yes	
Do any of the records covered by this item currently exist in	No	

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

**Disposition Instruction**

Cutoff Instruction

**Cut off at end of calendar 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
08/05/2016	Certify	Dawn Boswell	Records Officer	OAS - Privacy and Records
08/19/2016	Return for Revision	Ashby Crowder	Archives Specialist	National Archives and Records Administration - ACRA
08/30/2016	Submit For Certification	Dawn Boswell	Records Officer	OAS - Privacy and Records
08/30/2016	Certify	Dawn Boswell	Records Officer	OAS - Privacy and Records
09/06/2016	Return for Revision	Ashby Crowder	Archives Specialist	National Archives and Records Administration - ACRA
09/07/2016	Return for Revision	Ashby Crowder	Archives Specialist	National Archives and Records Administration - ACRA
09/12/2016	Submit For Certification	Dawn Boswell	Records Officer	OAS - Privacy and Records
02/28/2017	Return to Submitter	Rachel Frier	ICE Records Officer	M and A - Records Division
07/19/2017	Submit For Certification	Vanessa Ortiz	Records Management Specialist	Department of Homeland Security - Immigration and Customs Enforcement
07/19/2017	Certify	Vanessa Ortiz	Records Management Specialist	Department of Homeland Security - Immigration and Customs Enforcement
01/31/2019	Return for Revision	Ashby Crowder	Archives Specialist	National Archives and Records Administration - ACRA
02/01/2019	Submit For Certification	Vanessa Ortiz	Records Management Specialist	Department of Homeland Security

				- Immigration and Customs Enforcement
02/01/2019	Certify	Vanessa Ortiz	Records Management Specialist	Department of Homeland Security - Immigration and Customs Enforcement
03/10/2020	Return for Revision	Ashby Crowder	Archives Specialist	National Archives and Records Administration - ACRA
04/09/2020	Submit For Certification	Vanessa Ortiz	Records Management Specialist	N/A - N/A
04/09/2020	Certify	Vanessa Ortiz	Records Management Specialist	N/A - N/A
06/29/2020	Submit for Concurrence	Ashby Crowder	Archives Specialist	National Archives and Records Administration - ACRA
07/09/2020	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
07/10/2020	Concur	Laurence Brewer	Chief Records Officer	National Records and Archives Administration - National Records and Archives Administration
07/13/2020	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist