

## Request for Records Disposition Authority

Records Schedule Number      **DAA-0567-2016-0005**

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                      **Office Organizational Material**

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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
<b>4</b>	<b>0</b>	<b>4</b>	<b>0</b>

### GAO Approval

## Outline of Records Schedule Items for DAA-0567-2016-0005

Sequence Number	
1	Non-Executive Meeting Records Disposition Authority Number: DAA-0567-2016-0005-0001
2	Performance and Efficiency Review Files Disposition Authority Number: DAA-0567-2016-0005-0002
3	Permanent Change of Station (PCS) Files Disposition Authority Number: DAA-0567-2016-0005-0003
4	Personnel Recovery Unit (PRU) Program Records Disposition Authority Number: DAA-0567-2016-0005-0004

## Records Schedule Items

Sequence Number	
1	<p><b>Non-Executive Meeting Records</b></p> <p>Disposition Authority Number      <b>DAA-0567-2016-0005-0001</b></p> <p><b>Contains meeting announcements, schedules, and participant lists for meetings that ICE staff attend as part of an assigned delegation of ICE representatives at internal staff meetings. Records also include, but are not limited to, topics of discussions, meeting minutes, issue and talking points, biographies, summary and/or position papers, and informational background materials.</b></p> <p>Final Disposition                      <b>Temporary</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>No</b></p> <p><b>Disposition Instruction</b></p> <p>Cutoff Instruction                        <b>Cut off at end of calendar year in which records are created.</b></p> <p>Retention Period                         <b>Destroy 5 year(s) after cutoff</b></p> <p><b>Additional Information</b></p> <p>GAO Approval                              <b>Not Required</b></p>
2	<p><b>Performance and Efficiency Review Files</b></p> <p>Disposition Authority Number      <b>DAA-0567-2016-0005-0002</b></p> <p><b>Documents and information requests relevant to the DHS Efficiency Review, Cost Analysis and Performance Initiative. Documents include quarterly reports, performance metrics, DHS directives, briefing materials, internal controls, expenditures, cost plans, and budget justifications.</b></p> <p>Final Disposition                        <b>Temporary</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>No</b></p>

**Disposition Instruction**

Cutoff Instruction                      Close when there are no unresolved issues. Cut off at the end of the fiscal year.

Retention Period                        Destroy 5 year(s) after cutoff

**Additional Information**

GAO Approval                            Not Required

3                      **Permanent Change of Station (PCS) Files**

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

Material maintained by the PCS team that relates to the pre-deployment approval process for agency personnel. Specifically, records documenting personnel, medical, and security clearance prior to deployment to their duty station that includes, but are not limited to, Selection Notification and PCS Orders, Passport Witness Letter, Welcome Letter, and Department of State Authorization for Medical Examination.

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 closure of the account that funds deployment expenses.

Retention Period                        Destroy 3 year(s) after cutoff

**Additional Information**

GAO Approval                            Not Required

4                      **Personnel Recovery Unit (PRU) Program Records**

Disposition Authority Number        DAA-0567-2016-0005-0004

The Personnel Recovery Unit (PRU) helps ICE employees and their families prepare for isolating incidents overseas. Specialized training is conducted to provide employees with the necessary knowledge, tools, gear and skills needed to identify and appropriately respond to isolating events or potentially dangerous situations, which can range from natural disasters to political instability to acts of violence. PRU also assists HSI attaché offices in the recovery of personnel. Records document program training, strategies, and lessons learned.

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
<b>Disposition Instruction</b>	
Cutoff Instruction	Cut off at the end of the calendar year.
Retention Period	Destroy 10 year(s) after cutoff
<b>Additional Information</b>	
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
09/06/2016	Return to Submitter	Dawn Boswell	Records Officer	OAS - Privacy and Records
09/06/2016	Submit For Certification	Dawn Boswell	Records Officer	OAS - Privacy and Records
09/12/2016	Certify	Dawn Boswell	Records Officer	OAS - Privacy and Records
09/12/2016	Return for Revision	Ashby Crowder	Archives Specialist	National Archives and Records Administration - ACRA
09/13/2016	Submit For Certification	Nathan Miller	Archivist	National Archives and Records Administration - Records Management Services
09/27/2016	Certify	Dawn Boswell	Records Officer	OAS - Privacy and Records
10/05/2016	Return for Revision	Ashby Crowder	Archives Specialist	National Archives and Records Administration - ACRA
07/14/2017	Submit For Certification	Vanessa Ortiz	Records Management Specialist	Department of Homeland Security - Immigration and Customs Enforcement
07/14/2017	Certify	Vanessa Ortiz	Records Management Specialist	Department of Homeland Security

				- Immigration and Customs Enforcement
08/31/2017	Submit for Concurrency	Ashby Crowder	Archives Specialist	National Archives and Records Administration - ACRA
09/05/2017	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
09/05/2017	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
09/08/2017	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist