

### Request for Records Disposition Authority

Records Schedule Number      **DAA-0567-2016-0006**  
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                **International Relations**  
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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
2	0	2	0

**GAO Approval**

## Outline of Records Schedule Items for DAA-0567-2016-0006

Sequence Number	
1	International Agreement Collaboration Files
1.1	Unapproved International Agreement Collaboration Files Disposition Authority Number: DAA-0567-2016-0006-0001
2	Country Clearance Requests Disposition Authority Number: DAA-0567-2016-0006-0002

## Records Schedule Items

Sequence Number	
1	<p><b>International Agreement Collaboration Files</b>                      Formal documentation which includes but is not limited to agreement development records and negotiation documentation regarding collaboration with U.S. government agencies to negotiate Customs Mutual Assistance Agreements and other international agreements with foreign entities and countries.</p>
1.1	<p><b>Unapproved International Agreement Collaboration Files</b>                      Disposition Authority Number      <b>DAA-0567-2016-0006-0001</b></p> <p>Unapproved International Collaboration Agreements records provide documentation for political reasons an agreement may be canceled. When the political environment changes old unapproved agreements may be recovered so that they can be reused.</p> <p>Final Disposition                              <b>Temporary</b>                      Item Status                                      <b>Active</b>                      Is this item media neutral?                <b>Yes</b>                      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 after agreement is declined or abandoned or when no longer needed, whichever is later.</b></p> <p>Retention Period                                <b>Destroy 10 year(s) after cutoff.</b></p> <p><b>Additional Information</b></p> <p>GAO Approval                                    <b>Not Required</b></p>
2	<p><b>Country Clearance Requests</b>                      Disposition Authority Number      <b>DAA-0567-2016-0006-0002</b></p> <p>Official requests and associated information required when an agent is planning a visit a foreign country. Information recorded includes but is not limited to name of traveler, foreign country being visited, contact information while in foreign country, hotel information, carrier information, and embassy information.</p> <p>Final Disposition                              <b>Temporary</b>                      Item Status                                      <b>Active</b>                      Is this item media neutral?                <b>Yes</b></p>

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 the 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
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	Nathan Miller	Archivist	National Archives and Records Administration - Records Management Services
08/30/2016	Certify	Dawn Boswell	Records Officer	OAS - Privacy and Records
08/30/2016	Return for Revision	Ashby Crowder	Archives Specialist	National Archives and Records Administration - ACRA
08/30/2016	Submit For Certification	Nathan Miller	Archivist	National Archives and Records Administration - Records Management Services
09/06/2016	Certify	Dawn Boswell	Records Officer	OAS - Privacy and Records
03/15/2017	Return for Revision	Ashby Crowder	Archives Specialist	National Archives and Records Administration - ACRA
06/06/2017	Submit For Certification	Vanessa Ortiz	Records Management Specialist	Department of Homeland Security - Immigration and Customs Enforcement
06/06/2017	Certify	Vanessa Ortiz	Records Management Specialist	Department of Homeland Security - Immigration and Customs Enforcement

09/26/2017	Submit for Concurrency	Ashby Crowder	Archives Specialist	National Archives and Records Administration - ACRA
10/27/2017	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
10/27/2017	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
10/30/2017	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist