

Request for Records Disposition Authority

Records Schedule Number **DAA-0567-2016-0007**
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 **Visa 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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
2	0	2	0

GAO Approval

Outline of Records Schedule Items for DAA-0567-2016-0007

Sequence Number	
1	Visa Referral Requests Disposition Authority Number: DAA-0567-2016-0007-0001
2	Visa Security Program Management Records Disposition Authority Number: DAA-0567-2016-0007-0002

Records Schedule Items

Sequence Number	
1	<p>Visa Referral Requests</p> <p>Disposition Authority Number DAA-0567-2016-0007-0001</p> <p>Expedited Visa Requests requested by attaches. Allows important foreigners easier travel access.</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 the end of the calendar year.</p> <p>Retention Period Destroy 3 year(s) after cutoff</p> <p>Additional Information</p> <p>GAO Approval Not Required</p>
2	<p>Visa Security Program Management Records</p> <p>Disposition Authority Number DAA-0567-2016-0007-0002</p> <p>The Visa Security Program is responsible for the operational requirements of Section 428 of the Homeland Security Act. Special agents in the program deploy to high-risk embassies to give their expertise to Department of State consular officers. The program also serves as a counterterrorism tool for HSI by screening visa applicants and recommending visa refusal/revocation. Records include, but are not limited to, correspondence, directives, briefing papers, and other related materials.</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>

Disposition Instruction

Cutoff Instruction

Cut off at end of the fiscal year.

Retention Period

Destroy 10 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
09/07/2016	Return for Revision	Ashby Crowder	Archives Specialist	National Archives and Records Administration - ACRA
09/07/2016	Submit For Certification	Nathan Miller	Archivist	National Archives and Records Administration - Records Management Services
09/12/2016	Certify	Dawn Boswell	Records Officer	OAS - Privacy and Records
09/07/2017	Submit for Concurrence	Ashby Crowder	Archives Specialist	National Archives and Records Administration - ACRA
09/12/2017	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
09/12/2017	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
09/13/2017	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist