

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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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 data-bbox="355 414 1491 457">Visa Referral Requests</p> <p data-bbox="355 468 1491 510">Disposition Authority Number DAA-0567-2016-0007-0001</p> <p data-bbox="355 521 1491 606">Expedited Visa Requests requested by attaches. Allows important foreigners easier travel access.</p> <p data-bbox="355 617 1491 659">Final Disposition Temporary</p> <p data-bbox="355 670 1491 712">Item Status Active</p> <p data-bbox="355 723 1491 766">Is this item media neutral? Yes</p> <p data-bbox="355 776 1491 904">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 data-bbox="355 925 1491 968">Disposition Instruction</p> <p data-bbox="355 978 1491 1032">Cutoff Instruction Cut off at the end of the calendar year.</p> <p data-bbox="355 1042 1491 1085">Retention Period Destroy 3 year(s) after cutoff</p> <p data-bbox="355 1106 1491 1149">Additional Information</p> <p data-bbox="355 1159 1491 1212">GAO Approval Not Required</p>
2	<p data-bbox="355 1223 1491 1266">Visa Security Program Management Records</p> <p data-bbox="355 1276 1491 1319">Disposition Authority Number DAA-0567-2016-0007-0002</p> <p data-bbox="355 1330 1491 1585">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 data-bbox="355 1596 1491 1649">Final Disposition Temporary</p> <p data-bbox="355 1659 1491 1702">Item Status Active</p> <p data-bbox="355 1713 1491 1755">Is this item media neutral? Yes</p> <p data-bbox="355 1766 1491 1887">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