

WITHDRAWN – RETURNED WITHOUT ACTION

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
Request for Records Disposition Authority

Records Schedule: DAA-0567-2016-0008

Request for Records Disposition Authority

Records Schedule Number DAA-0567-2016-0008
Schedule Status Returned Without Action

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 Mission Related Program 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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
0	0	0	8

GAO Approval

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Outline of Records Schedule Items for DAA-0567-2016-0008

Sequence Number	
1	Transnational Criminal Investigative Unit Records Disposition Authority Number: DAA-0567-2016-0008-0001
2	Biometric Identification Transnational Migration Alert Program Records Disposition Authority Number: DAA-0567-2016-0008-0002
3	Cultural Property, Arts, and Antiquities Investigations and Repatriations Program Records Disposition Authority Number: DAA-0567-2016-0008-0003
4	Internal Agency Committee Records with Mission-Related Responsibilities Disposition Authority Number: DAA-0567-2016-0008-0004
5	International Operations Program Records Disposition Authority Number: DAA-0567-2016-0008-0005
6	Multilateral Organizations Case Files Disposition Authority Number: DAA-0567-2016-0008-0006
7	Pre-Adjudication Threat Recognition Intelligence Operations Team Records Disposition Authority Number: DAA-0567-2016-0008-0007
8	Transnational Criminal Investigative Unit Records Disposition Authority Number: DAA-0567-2016-0008-0008

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NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
Request for Records Disposition Authority

Records Schedule: DAA-0567-2016-0008

Records Schedule Items

Sequence Number	
1	<p>Transnational Criminal Investigative Unit Records</p> <p>Disposition Authority Number DAA-0567-2016-0008-0001</p> <p>The Transnational Criminal Investigative Unit is composed of HSI-led investigative units with members from foreign law enforcement agencies. The units promote teamwork between HSI and host governments. Records include but are not limited to training, equipment requests, vetting of police officers, correspondence, and other day-to-day management of the program.</p> <p>Final Disposition Temporary</p> <p>Item Status Withdrawn</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 10 year(s) after cutoff</p> <p>Additional Information</p> <p>GAO Approval Not Required</p>
2	<p>Biometric Identification Transnational Migration Alert Program Records</p> <p>Disposition Authority Number DAA-0567-2016-0008-0002</p> <p>The Biometric Identification Transnational Migration Alert Program is an HSI-led initiative that fills biometric databases with data collected from special interest aliens, violent criminals, fugitives and confirmed or suspected terrorists encountered within illicit pathways. This data helps HSI form strategic pictures of the trends, networks and individuals connected with these pathways. Material includes the documentation of the day-to-day program management of the Biometric Identification Transnational Migration Alert Program, such as correspondence, directives, briefing papers, and related materials.</p> <p>Final Disposition Temporary</p> <p>Item Status Withdrawn</p> <p>Is this item media neutral? Yes</p>

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	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 end of calendar year.
	Retention Period	Destroy 10 year(s) after cutoff
	Additional Information	
	GAO Approval	Not Required
3	Cultural Property, Arts, and Antiquities Investigations and Repatriations Program Records	
	Disposition Authority Number	DAA-0567-2016-0008-0003
	Cultural Property, Arts, and Antiquities Investigations and Repatriations Program oversees investigations into the trafficking of cultural property from around the world. It also manages the return of such items to their rightful owners. The program trains special agents on carrying out cultural property investigations before these agents partner with fellow law enforcement agencies, private institutions and foreign governments. Federal law gives HSI the authority to take a leading role in criminal investigations that involve the movement of stolen or looted cultural property. Material includes the documentation of the day-to-day program management of the Cultural Property, Arts, and Antiquities Investigations and Repatriations Program, such as correspondence, directives, briefing papers, and related materials.	
	Final Disposition	Temporary
	Item Status	Withdrawn
	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 the end of the calendar year.
	Retention Period	Destroy 10 year(s) after cutoff
	Additional Information	
	GAO Approval	Not Required
4	Internal Agency Committee Records with Mission-Related Responsibilities	
	Disposition Authority Number	DAA-0567-2016-0008-0004

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• Audiotapes and videotapes of meetings and hearings that have been fully transcribed. • Records relating to the logistical aspects of meetings and hearings. • Informal photographs and photographic images lacking adequate captioning, having technical or aesthetic deficiencies, or having coverage in excess of what is required for adequate and proper documentation. • Routine records such as responses to requests for information and logistical aspects of committee meetings and hearings. • PowerPoint presentations used for speeches that are not supplemented by speakers notes. • Drafts, including but not limited to, drafts of reports, studies, speeches, testimony, publications. • Pre-decisional correspondence and email messages. • General technical analysis written to inform a broad audience about promising technologies, such as technical notes and technical information bulletins. • Fact sheets. • Copies of records made available via a web site.

Final Disposition Temporary

Item Status Withdrawn

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 on termination of committee.

Retention Period Destroy 3 year(s) after cutoff

Additional Information

GAO Approval Not Required

International Operations Program Records

Disposition Authority Number DAA-0567-2016-0008-0005

Records relating to foreign assistance, mutual agreements and training programs. Files include correspondence, reports, memoranda, telegrams, cables, e-mails, faxes, directives, other issuances and materials related to international affairs which are not included in Investigative Case Files.

Final Disposition Temporary

Item Status Withdrawn

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

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Disposition Instruction

Cutoff Instruction Cut off at end of the fiscal year.

Retention Period Destroy 20 year(s) after cutoff

Additional Information

GAO Approval Not Required

Multilateral Organizations Case Files

Disposition Authority Number DAA-0567-2016-0008-0006

Case files that are part of the HSI/OIA Multilateral Operations and Programs Unit and consists of briefing papers, completed projects documentation, conference agenda and background papers, current project documentation, ICE position papers, meeting notes, memos, e-mails, trip reports and after action reports related to the organizations.

Final Disposition Temporary

Item Status Withdrawn

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 end of the fiscal year.

Retention Period Destroy 5 years after cutoff or when no longer needed for administrative, legal audit, or other operational purposes, whichever is later.

Additional Information

GAO Approval Not Required

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Pre-Adjudication Threat Recognition Intelligence Operations Team Records

Disposition Authority Number DAA-0567-2016-0008-0007

The Pre-Adjudication Threat Recognition Intelligence Operations Team was developed to enhance ICE/HSI/VSP's capability to carry out its two core mission functions: providing actionable information to HSI special agents abroad and providing recommendations on visa issuance to DOS. Additionally, PATRIOT provides CBP the ability to identify national security threats and weigh in on admissibility concerns well in advance of an individual actually applying for admission to the United States. This coordinated effort revolutionizes the way the United States Government screens and vets foreign nationals who may

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seek to gain entry into the United States and expands DHS' ability to identify serious threats to national security and public safety at the point of inception in an individual's immigration life-cycle. Material includes the documentation of the day-to-day program management of the Pre-Adjudication Threat Recognition Intelligence Operations Team, such as correspondence, directives, briefing papers, and related materials.

Final Disposition Temporary

Item Status Withdrawn

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 the end of the calendar year.

Retention Period Destroy 10 year(s) after cutoff

Additional Information

GAO Approval Not Required

Transnational Criminal Investigative Unit Records

Disposition Authority Number DAA-0567-2016-0008-0008

The Transnational Criminal Investigative Unit is composed of HSI-led investigative units with members from foreign law enforcement agencies. The units promote teamwork between HSI and host governments. Records include but are not limited to training, equipment requests, vetting of police officers, correspondence, and other day-to-day management of the program.

Final Disposition Temporary

Item Status Withdrawn

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 the end of the calendar year.

Retention Period Destroy 10 year(s) after cutoff

Additional Information

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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
08/24/2016	Return Without Action	Ashby Crowder	Archives Specialist	National Archives and Records Administration - ACRA

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