

## Request for Records Disposition Authority

Records Schedule Number DAA-0567-2021-0001

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 Non-evidentiary Video/Audio Recordings

Internal agency concurrences will be provided No

### Background Information

This schedule covers non-evidentiary surveillance video/audio recordings created by United States Immigration and Customs Enforcement law enforcement personnel and contractors performing law enforcement activities on behalf of the agency. Law enforcement activities are defined as activities involving primarily the investigation, apprehension, or detention of individuals suspected of or convicted of offenses against the administrative, civil, and criminal laws of the United States. The recordings result in the creation of a video/audio file. Video/audio files may be determined to have evidentiary or non-evidentiary value.

The recorded data will result in two types of video/audio files: 1) video/audio files that have no evidentiary value; and 2) video/audio files that have evidentiary value. For use in this schedule, the following definitions apply:

**Non-evidentiary** – video/audio recorded by law enforcement personnel and contractors during the normal course of the performance of their duties determined to have no evidentiary value. Non-evidentiary video/audio files contain no evidence of emergencies, investigations, enforcement actions, criminal activities, misconduct, or threats.

**Evidentiary** – video/audio data that may be material or probative value, may have bearing on any criminal, administrative, civil, or other legal proceeding, or have a high likelihood or degree of potential to become evident in an evidentiary proceeding. Evidentiary video/audio recordings provide evidence of emergencies, investigations, enforcement actions, criminal activities, misconduct, or threats. Video/audio recordings determined to have evidentiary value shall be preserved under established rules of evidence with the associated

case file and shall be retained in accordance with the applicable DHS or ICE disposition schedule.

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
1	0	1	0

GAO Approval

0001

## Outline of Records Schedule Items for DAA-0567-2021-0001

Sequence Number
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1	Non-evidentiary Video/Audio Files Disposition Authority Number: DAA-0567-2021-0001-0001
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## Records Schedule Items

Sequence Number	
1	<p data-bbox="345 380 829 411"><b>Non-evidentiary Video/Audio Files</b></p> <p data-bbox="345 436 1149 468">Disposition Authority Number      <b>DAA-0567-2021-0001-0001</b></p> <p data-bbox="345 493 1503 600"><b>Video/audio recordings by law enforcement personnel and contractors performing law enforcement activities on behalf of the agency during the normal course of the performance of their duties determined to have no evidentiary value.</b></p> <p data-bbox="345 625 919 657">Final Disposition                      <b>Temporary</b></p> <p data-bbox="345 682 850 714">Item Status                                <b>Active</b></p> <p data-bbox="345 739 805 770">Is this item media neutral?            <b>No</b></p> <p data-bbox="345 795 1503 861">Explanation of limitation              <b>This schedule applies specifically to video and audio recordings.</b></p> <p data-bbox="345 886 818 993">Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?      <b>Yes</b></p> <p data-bbox="345 1018 818 1125">Do any of the records covered by this item exist as structured electronic data?                      <b>Yes</b></p> <p data-bbox="345 1150 659 1182"><b>Disposition Instruction</b></p> <p data-bbox="345 1207 1122 1239">Cutoff Instruction                        <b>Cut off when 60 days old.</b></p> <p data-bbox="345 1264 1219 1295">Retention Period                         <b>Destroy immediately after cutoff.</b></p> <p data-bbox="345 1341 656 1373"><b>Additional Information</b></p> <p data-bbox="345 1398 1094 1430">GAO Approval                              <b>Required and Received</b></p>

## 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
12/22/2020	Certify	Sara Cheeseman	Records and Information Management Specialist	Office of Information Governance and Privacy - Records and Data Management Unit
01/13/2021	Return for Revision	Ashby Crowder	Archives Specialist	National Archives and Records Administration - ACRA
02/08/2021	Submit For Certification	Sara Cheeseman	Records and Information Management Specialist	Office of Information Governance and Privacy - Records and Data Management Unit
02/08/2021	Certify	Sara Cheeseman	Records and Information Management Specialist	Office of Information Governance and Privacy - Records and Data Management Unit
09/17/2021	Submit for Concurrence	Ashby Crowder	Archives Specialist	National Archives and Records Administration - ACRA
09/22/2021	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
09/22/2021	Concur	Laurence Brewer	Chief Records Officer	National Records and Archives Administration - National Records and Archives Administration
09/23/2021	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist