

Request for Records Disposition Authority

Records Schedule Number DAA-0567-2022-0001

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 Confidential Informant Files

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of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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

GAO Approval

Outline of Records Schedule Items for DAA-0567-2022-0001

Sequence Number

1	Confidential Informant Files Disposition Authority Number: DAA-0567-2022-0001-0001
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Records Schedule Items

Sequence Number	
1	<p data-bbox="345 380 735 411">Confidential Informant Files</p> <p data-bbox="345 432 1149 464">Disposition Authority Number DAA-0567-2022-0001-0001</p> <p data-bbox="345 485 1516 674">Files created by investigators utilizing a paid individual for information. The files will consist of the following but are not limited to: instructions to the informant, the informants photo, fingerprints, contact information, emergency contact information, payment history, handwriting sample, report of investigation, and informant service card.</p> <p data-bbox="345 695 919 726">Final Disposition Temporary</p> <p data-bbox="345 747 850 779">Item Status Active</p> <p data-bbox="345 800 818 831">Is this item media neutral? Yes</p> <p data-bbox="345 852 818 978">Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes</p> <p data-bbox="345 999 805 1083">Do any of the records covered by this item exist as structured electronic data? No</p> <p data-bbox="345 1104 1019 1167">GRS or Superseded Authority Citation N1-567-08-002 / 1</p> <p data-bbox="345 1209 659 1241">Disposition Instruction</p> <p data-bbox="345 1262 1516 1335">Cutoff Instruction Cut off at the end of the fiscal year in which the file is closed.</p> <p data-bbox="345 1356 1195 1388">Retention Period Destroy 20 year(s) after cutoff.</p> <p data-bbox="345 1430 659 1461">Additional Information</p> <p data-bbox="345 1482 951 1514">GAO Approval Not Required</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
08/19/2022	Certify	Sara Cheeseman	Records and Information Management Specialist	Office of Information Governance and Privacy - Records and Data Management Unit
12/15/2022	Submit for Concurrency	Ashby Crowder	Archives Specialist	National Archives and Records Administration - ACRA
01/04/2023	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
01/04/2023	Concur	Laurence Brewer	Chief Records Officer	National Records and Archives Administration - National Records and Archives Administration
01/11/2023	Approve	Debra Wall	Deputy Archivist	National Archives and Records Administration - ND Archives I Office