

National Archives and Records Administration  
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0567-2023-0002

Status: APPROVED  
Date Approved: 12/06/2023

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## General Information

Agency or Establishment	U.S. Immigration and Customs Enforcement
Record/Scheduling Group	0567 - Records of the Bureau of Immigration and Customs Enforcement
Records Schedule Applies To	Agency-wide
Schedule Subject	Video and Audio Surveillance Recordings
Additional Schedule Information	This schedule covers 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.

The recordings result in the creation of a video/audio file. Video/audio files must 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 performance of their duties determined to have no evidentiary value. Non-evidentiary video/audio files contain no evidence of: emergencies; investigations; including , but not limited to, consent to enter a private residence or laying hands on a member of the public, custodial detention, or arrest, enforcement actions, including consent to enter and/or to search; use of force; criminal activities; officer misconduct; and injuries and are not the subject of possible administrative tort claims or civil litigation holds or preservation notices.

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Evidentiary – video/audio data that may be material or have probative or exculpatory value, may have bearing on any criminal, administrative, civil, or other legal proceeding, or have a high likelihood to become evident in an evidentiary proceeding.

Evidentiary video/audio recordings provide evidence of emergencies; investigations; including but not limited to, consent to enter a private residence or requiring laying hands on a member of the public, a custodial detention, or an arrest, enforcement actions, including consent to enter and/or to search; use of force, criminal activities; officer misconduct, and injuries. Video/audio recordings determined to have evidentiary value shall be preserved under established rules of criminal and civil evidence with the associated case file and in any appropriate system of records.

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Is There a Classified Version of This Schedule?

No

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Is consultation and coordination with Tribal Governments required?

No- The records covered by this schedule do not implicate Tribal interests

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## Item Count

Total number of disposition items: 2

Number of Temporary disposition items: 2

Number of Permanent disposition items: 0

Number of Items with Disposition Not Approved: 0

Number of Inactive disposition items: 0

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Outline of Records Schedule Items for DAA-0567-2023-0002

<b>Item #</b>	<b>Title</b>	<b>Disposition</b>
0001	Non-evidentiary Video/Audio Files	Temporary
0002	Captured Events Video/Audio Files	Temporary

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Records Schedule Items

<b>DAA-0567-2023-0002-0001</b>		<b>STATUS: Active</b>
<b>ITEM GENERAL INFORMATION</b>		
Item Title	Non-evidentiary Video/Audio Files	
Item Description	Video/audio recordings by law enforcement personnel and contractors performing law enforcement activities on behalf of the agency during the performance of their duties determined to have no evidentiary value.	
Is this item media neutral?	Yes	
Is this item a Big Bucket?	No	
<b>SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS</b>		
Does this item supersede existing disposition authorities?	Yes	
	Superseded Items	
Superseded Item	Item Superseded in Part?	Explanation
DAA-0567-2021-0001-0001	No	
Is this item a deviation from the GRS?	No	
<b>DISPOSITION INSTRUCTION</b>		
Final Disposition	Temporary	
Cutoff Instructions	Other: Cut off when 60 days old	
Retention Period	Destroy immediately after cutoff	
<b>ADDITIONAL INFORMATION</b>		
Are any of the records covered by this item national security classified?	No	
GAO Approval Required	Requested and Received	

<b>DAA-0567-2023-0002-0002</b>		<b>STATUS: Active</b>
<b>ITEM GENERAL INFORMATION</b>		
Item Title	Captured Events Video/Audio Files	
Item Description	Video/audio recordings by law enforcement personnel and contractors performing law enforcement activities on behalf of the agency during the performance of their duties determined to have evidentiary value or have a high likelihood to become evidentiary in criminal, civil, administrative, or other legal proceedings.	
Is this item media neutral?	Yes	

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Is this item a Big Bucket?	No
<b>SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS</b>	
Does this item supersede existing disposition authorities?	No
Is this item a deviation from the GRS?	No
<b>DISPOSITION INSTRUCTION</b>	
Final Disposition	Temporary
Cutoff Instructions	Cut off when identified as potentially evidentiary.
Retention Period	Destroy 3 year(s) after cutoff if not associated with a case file.
<b>ADDITIONAL INFORMATION</b>	
Are any of the records covered by this item national security classified?	No
GAO Approval Required	No

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Signatory Information

<b>Action</b>	<b>User</b>	<b>Date</b>
Accept	Data Migration	02/10/2023
Approve	Colleen Shogan	12/06/2023