

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER <i>21-567-04-1</i>	
To NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		DATE RECEIVED <i>7-20-2004</i>	
1 FROM (Agency or establishment) Department of Homeland Security (DHS)		NOTIFICATION TO AGENCY In accordance with the provisions of 44 U.S.C. 3303a, the disposition request, including amendments, is approved except for items that may be marked "Disposition not approved" or "Withdrawn" in column 10	
2 MAJOR SUBDIVISION U.S. Immigration and Customs Enforcement			
3 MINOR SUBDIVISION DHS Forensic Document Laboratory, Office of Investigations			
4 NAME OF PERSON WITH WHOM TO CONFER Veola Rouse	5 TELEPHONE (202) 514-4910	DATE <i>8/10/2004</i>	ARCHIVIST OF THE UNITED STATES <i>Howard Kerwick</i>
6 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 on the attached <u>3</u> page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified, and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO manual for Guidance of Federal Agencies, <input checked="" type="checkbox"/> is not required, <input type="checkbox"/> is attached, or <input type="checkbox"/> has been requested			
DATE <i>6-10-04</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>Veola Rouse</i>	TITLE Asst Dir, Records Policy & Analysis Branch	
7 Item No	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
<i>1</i>	FORENSIC DOCUMENT LABORATORY CASE FILE Case files consist of copies of reports from both the Forensic and Intelligence units at the DHS Forensic Document Laboratory. These reports are comprised of forensic evaluations of questioned documents, analyses of evidence, intelligence information and training materials. All actual evidence and the originals of laboratory reports are not retained in these files but are sent at the time cases are worked to the requesting office and become a part of the case file in the field office. Disposition: Retain at the DHS Forensic Document Laboratory. <i>cc Agency DWMW</i>	N1-85-88-2 and N1-85-99-5	

115-109

PREVIOUS EDITION NOT USABLE

STANDARD FORM SF 115 (REV 3-91)

Prescribed by NARA 36 CFR 1228

- a All case files, other than war crime cases, destroy five years after the date of completion of the forensic examination.
- ~~b. War crime case files, destroy ten years after the date of completion of the forensic examination.~~
- c. Electronic copies created on electronic mail and word processing, ~~delete after record-keeping copy has~~ been produced.