

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b>		LEAVE BLANK (NARA use only)	
		JOB NUMBER <i>NI-563-04-1</i>	
To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD, COLLEGE PARK, MD 20740-6001		Date Received <i>10-5-06</i>	
1. FROM (Agency or establishment) <b>Department of Homeland Security</b>		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request, including amendments is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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 SUB DIVISION <b>Office of the Executive Secretary</b>			
3. MINOR SUBDIVISION			
4. NAME OF PERSON WITH WHOM TO CONFER <b>Kathy Schultz</b>	5. TELEPHONE <b>(202) 692-4220</b>	DATE <i>5/11/07</i>	ARCHIVIST OF THE UNITED STATES <i>Albert W. Smith</i>
6. <b>AGENCY CERTIFICATION</b> 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>2</u> page(s) are not needed now 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 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 <b>2/9/04</b>	SIGNATURE OF AGENCY REPRESENTATIVE <i>Kathy Schultz</i>		TITLE <b>Senior Records Officer</b>
7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
1	<b>Executive Correspondence Tracking and Management System</b>  <b>See attached sheets.</b>  <i>* Outputs &amp; system documentation are scheduled under GRS 20.</i>  <i>Note: Media neutrality was not requested.</i>		

*LE 4/5/08 copies sent to agency, NIOMD, NIOME, NIOMW, & NIUCT-2R*

## U.S. Department of Homeland Security Office of the Executive Secretariat

This schedule will apply to officials/appointees and respective Components reporting directly to the immediate Office of the Secretary of Homeland Security.

### Office of the Executive Secretariat

The Department of Homeland Security (DHS) Office of the Executive Secretariat (ExecSec) coordinates Department-wide review and analysis of policy initiatives, regulations, testimony, correspondence, memoranda, reports, and briefing material for the Secretary, Deputy Secretary, and Chief of Staff. The ExecSec also coordinates or undertakes special projects at the request of the Secretary, Deputy Secretary, and the Chief of Staff.

One of the primary responsibilities of the ExecSec is to maintain the record copy of correspondence for the Secretary, Deputy Secretary and the Chief of Staff. The ExecSec primary responsibilities include: ensures the prompt and proper coordination of information and policy documents to and from the department's Principals, directorates, overseas posts and other government agencies; reviews, tracks, and responds to all correspondence received within the Office of the Secretary; facilitates achievement of the Department's goals by establishing protocol and procedures to be implemented by all offices.

### Intranet Quorum (IQ) Correspondence and Document Management System

- Records appraised in another schedule*
- ~~1. **Inputs.** Information used to populate the system consists of incoming and outgoing correspondence, electronic mail, reports, policy and planning documents, briefing books, invitations, Questions for the Record (QFRs), and samples of write-in campaigns.~~

~~NOTE: Refer to Job Number N1-563-07-13 for disposition instructions for inputs.~~

- Master Data Files.** Contains electronic ~~images~~ <sup>versions</sup> and associated metadata of unclassified incoming and outgoing letters, internal memoranda, e-mails, reports, plans, policy documents, briefing books, invitations, and Questions for the Record (QFRs). After the incoming document is scanned, the electronic version is sent to a departmental office for the development of a response for the Secretary's signature, or signature of an appropriate official at Homeland Security. The system tracks the assignment of responses with deadlines, maintaining scanned images of incoming and outgoing letters. The system does not contain any scanned images of classified documents. Data fields include assigned profile number, document date, from and to, title or subject, required action, and action taken.

Disposition: **TEMPORARY.** Cut off files at the end of the fiscal year in which the record was created in the system. Destroy 10 years after cutoff.

*change approved via e-mail 2/4/18  
H2*