

REQUEST FOR RECORDS DISPOSITION AUTHORITY		LEAVE BLANK (NARA use only)	
To NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD, COLLEGE PARK, MID 20740-6001		JOB NUMBER NI-563-09-11	
1 FROM (Agency or establishment) Department of Homeland Security		Date Received 7/7/09	
2 MAJOR SUB DIVISION		NOTIFICATION TO AGENCY	
3 MINOR SUBDIVISION		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request, including amendments is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
4 NAME OF PERSON WITH WHOM TO CONFER Kathy Schultz	5 TELEPHONE 202-447-5075	DATE 1-25-2010	ARCHIVIST OF THE UNITED STATES WITHDRAWN
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>1</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 6/1/09	SIGNATURE OF AGENCY REPRESENTATIVE <i>Kathy Schultz</i>		TITLE Senior Records Officer
7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
1	See attached sheet(s) for: Agency Wide Schedule Interagency Agreements/Memorandum of Agreement (MOA)/Memorandum of Understanding (MOU)		

**U.S. Department of Homeland Security
Headquarters Records Schedules**

Department of Homeland Security

This schedule will apply to Interagency Agreements/Memorandum of Agreement (MOA)/Memorandum of Understanding (MOU) within the Department of Homeland Security (DHS) and also between DHS other federal and state agencies, or private entities

Unless otherwise noted, all disposition instructions are media neutral; they apply regardless of the media or format of the records.

1 Interagency Agreements/Memorandum of Agreement (MOA)/Memorandum of Understanding (MOU)

An agreement between federal agencies, or divisions/units within an agency or department, or between federal and state agencies, which delineate tasks, jurisdiction, standard operating procedures or other matters which the agencies or units are duly authorized and directed to conduct

Disposition:

TEMPORARY Destroy or delete 3 years after agreement is superseded or terminated