

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER <i>N1-566-08-1</i>	
TO NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received <i>2/6/08</i>	
1 FROM (Agency or establishment) Department of Homeland Security		NOTIFICATION TO AGENCY	
2 MAJOR SUBDIVISION Citizenship and Immigration Services		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
3 MINOR SUBDIVISION			
4 NAME OF PERSON WITH WHOM TO CONFER Brian C Lutz	5 TELEPHONE NUMBER 202-272-1518	DATE <i>6/8/08</i>	ARCHIVIST OF THE UNITED STATES <i>Mr. Wank</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 ___ page(s) are not needed now for the business for 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 1/22/08	SIGNATURE OF AGENCY REPRESENTATIVE <i>Brian C Lutz</i>		TITLE USCIS Records Officer Records Division, Policy and Integration Branch
7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	<p><u>POLITICAL APPOINTEE CLEARANCE AND VETTING FILES</u></p> <p>Files consist of records resulting from liaison with the White House and other offices to evaluate the suitability of individuals for non-career positions. The files include correspondence, applications for employment, resumes, letters of reference, White House clearance checklist, financial disclosure reports, security clearances, and other documentation relating to the selection, clearance, and appointment of political appointees.</p> <p>1. <u>Appointee Files-</u> Files consist of records resulting from liaison with the White House and other offices to evaluate the suitability of individuals for non-career positions. The files include correspondence, applications for employment, resumes, letters of security clearances and other documentation relating to the individual's appointment.</p> <p><u>Disposition:</u> TEMPORARY Destroy within one year of separation but not later than the end of the Presidential administration during which the individual is hired.</p>		

SA 6/12/08 copies sent to Agency, NWMW, NR

EXCEPT for:

1. Original materials (correspondence, applications for employment, SF50s, etc.,) appropriate for filing in the Office Personnel Folders (OPFs) as approved by the Office of Personnel Management's Guide to Personnel Recordkeeping that will be forwarded to the Office of Human Resource Management at separation and disposed of under General Records Schedule (GRS 1, item 1).

2. Files that must be retained longer in accordance with the GRS such as financial disclosure reports, GRS 25 item 2; employee award files, GRS 1, item 12; employee performance files systems records, GRS 1, item 23; and personnel security records, GRS 18, items 21, 22a, 22b, and 23.

2. **Non-appointees-** Series may include resumes, letters of recommendations, position descriptions and possible interview documentation.

Disposition:

TEMPORARY. Close files upon termination of consideration. Destroy 1 year after file is closed but not later than the end of the Presidential administration during which the individual is considered.