

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0567-2016-0002

Status: APPROVED
Date Approved: 12/20/2016

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	Information Management Compliance Records
Additional Schedule Information	Note: This schedule was modified after approval in ERA Base. If information regarding the modifications was created in ERA Base it will be found in the Revision Notes in NARA only attachments.
Is There a Classified Version of This Schedule?	No
Is consultation and coordination with Tribal Governments required?	Predate requirement

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Item Count

Total number of disposition items: 11

Number of Temporary disposition items: 11

Number of Permanent disposition items: 0

Number of Items with Disposition Not Approved: 0

Number of Inactive disposition items: 4

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Outline of Records Schedule Items for DAA-0567-2016-0002

Item #	Title	Disposition
0001	Privacy Complaint Files	Temporary
0002	Compliance Review Files	Temporary
0003	Disclosure Advice Records	Temporary
0004	Rulemaking Files	Temporary
0005	Requests for System Waivers and Exceptions	Temporary
0006	Information Sharing Agreement Files	Temporary
0007	Testing Questionnaire Files	Temporary
0008	Investment Reviews	Temporary
0009	Social Media Operational Use Template (SMOUT)	Temporary
0010	Data Access Request Analysis (DARA)	Temporary
0011	Overdue A-File FOIA Request Report	Temporary

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Records Schedule Number: DAA-0567-2016-0002

Status: APPROVED
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Records Schedule Items

DAA-0567-2016-0002-0001		STATUS: INACTIVE - NOT FOR USE
ITEM GENERAL INFORMATION		
Item Title	Privacy Complaint Files	
Item Description	Documentation on complaints that the actions of ICE employees or contractors have violated an individual's privacy rights, or the requirements of federal privacy laws or policies. May include the original complaint, reviews, assessments, correspondence, final response letter, and other associated documentation.	
Is this item media neutral?	Yes	
Is this item a Big Bucket?		
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS		
Does this item supersede existing disposition authorities?	No	
Is this item a deviation from the GRS?	No	
DISPOSITION INSTRUCTION		
DO NOT USE. Superseded By: DAA-GRS-2019-0001-0004 on 05/18/2023.		
Final Disposition	Temporary	
Retention Period	Destroy 4 year(s) after complaint is closed or when final adjudication by the courts occurs, whichever is later	
ADDITIONAL INFORMATION		
Are any of the records covered by this item national security classified?		
GAO Approval Required	No	

DAA-0567-2016-0002-0002		STATUS: INACTIVE - NOT FOR USE
ITEM GENERAL INFORMATION		
Item Title	Compliance Review Files	

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Item Description	Review and guidance on policies, procedures, presentations, record schedules, multimedia projects, and other associated materials to ensure they are in compliance with privacy laws or rules. Includes records documenting assistance to Citizenship and Immigration Services (CIS) with Alien Case Files audits. May also include initial request for review, correspondence, operations, training reviews, routing information, final recommendation, and other associated documentation.
Is this item media neutral?	Yes
Is this item a Big Bucket?	
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS	
Does this item supersede existing disposition authorities?	No
Is this item a deviation from the GRS?	No
DISPOSITION INSTRUCTION	
DO NOT USE. Superseded By: DAA-GRS-2019-0001-0001 on 06/27/2025.	
Final Disposition	Temporary
Cutoff Instructions	Other: Cut off upon completion of review.
Retention Period	Destroy 4 year(s) after cutoff.
ADDITIONAL INFORMATION	
Are any of the records covered by this item national security classified?	
GAO Approval Required	No

DAA-0567-2016-0002-0003	STATUS: INACTIVE - NOT FOR USE
ITEM GENERAL INFORMATION	
Item Title	Disclosure Advice Records
Item Description	Records documenting advice given to program offices on what information they may and may not disclose pursuant to the Privacy Act. May include the initial request for advice, correspondence, response, and other associated materials.
Is this item media neutral?	Yes
Is this item a Big Bucket?	
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS	
Does this item supersede existing disposition authorities?	No

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Is this item a deviation from the GRS?	No
DISPOSITION INSTRUCTION	
DO NOT USE. Superseded By: DAA-GRS-2019-0001-0001 on 06/27/2025.	
Final Disposition	Temporary
Cutoff Instructions	Other: Cut off at the end of fiscal year.
Retention Period	Destroy 5 year(s) after cutoff.
ADDITIONAL INFORMATION	
Are any of the records covered by this item national security classified?	
GAO Approval Required	No

DAA-0567-2016-0002-0004	STATUS: Active
ITEM GENERAL INFORMATION	
Item Title	Rulemaking Files
Item Description	Records explaining, justifying, and documenting the development and publication of a notice of proposed rulemaking or final rule supporting the exemptions claimed under the Privacy Act. May include the draft rule, reviews, routing information, notices of proposed rulemaking, final rules, related comments and other associated documentation.
Is this item media neutral?	Yes
Is this item a Big Bucket?	
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS	
Does this item supersede existing disposition authorities?	No
Is this item a deviation from the GRS?	No
DISPOSITION INSTRUCTION	
Final Disposition	Temporary
Cutoff Instructions	Other: Cut off at end of fiscal year.
Retention Period	Destroy 5 year(s) after cutoff or when no longer needed or superseded occurs, whichever is later
ADDITIONAL INFORMATION	
Are any of the records covered by this item national security classified?	
GAO Approval Required	No

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DAA-0567-2016-0002-0005		STATUS: INACTIVE - NOT FOR USE
ITEM GENERAL INFORMATION		
Item Title	Requests for System Waivers and Exceptions	
Item Description	Records documenting review and recommendations for ICE systems needing an exception or waiver of the provisions of the DHS Sensitive Systems Policy Directive 4300A. May include the original request, correspondence, reviews, final recommendation, and associated documentation.	
Is this item media neutral?	Yes	
Is this item a Big Bucket?		
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS		
Does this item supersede existing disposition authorities?	No	
Is this item a deviation from the GRS?	No	
DISPOSITION INSTRUCTION		
DO NOT USE. Superseded By: DAA-GRS-2019-0001-0001 on 06/27/2025.		
Final Disposition	Temporary	
Cutoff Instructions	Other: Cut off when system is disposed of.	
Retention Period	Destroy 3 year(s) after cutoff.	
ADDITIONAL INFORMATION		
Are any of the records covered by this item national security classified?		
GAO Approval Required	No	

DAA-0567-2016-0002-0006		STATUS: Active
ITEM GENERAL INFORMATION		
Item Title	Information Sharing Agreement Files	
Item Description	Reviews of agreements with other entities for sharing information. May include a copy of the agreement or arrangement, review documentation, correspondence, suggested changes, and other associated materials.	
Is this item media neutral?	Yes	
Is this item a Big Bucket?		
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS		
Does this item supersede existing disposition authorities?	No	

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Is this item a deviation from the GRS?	No
DISPOSITION INSTRUCTION	
Final Disposition	Temporary
Cutoff Instructions	Other: Cut off when agreement is terminated.
Retention Period	Destroy 10 year(s) after cutoff.
ADDITIONAL INFORMATION	
Are any of the records covered by this item national security classified?	
GAO Approval Required	No

DAA-0567-2016-0002-0007		STATUS: Active
ITEM GENERAL INFORMATION		
Item Title	Testing Questionnaire Files	
Item Description	Files documenting whether to authorize the use of real data for testing and under what conditions. Records documenting processes showing that risks to privacy and security are minimized while allowing needed tests to proceed. May include the completed questionnaire, correspondence, reviews, routing information, final recommendation, and associated documentation.	
Is this item media neutral?	Yes	
Is this item a Big Bucket?		
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS		
Does this item supersede existing disposition authorities?	No	
Is this item a deviation from the GRS?	No	
DISPOSITION INSTRUCTION		
Final Disposition	Temporary	
Cutoff Instructions	Other: Cut off upon completion of training.	
Retention Period	Destroy 4 year(s) after cutoff.	
ADDITIONAL INFORMATION		
Are any of the records covered by this item national security classified?		
GAO Approval Required	No	

DAA-0567-2016-0002-0008	STATUS: Active
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Records Schedule Number: DAA-0567-2016-0002

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Date Approved: 12/20/2016

ITEM GENERAL INFORMATION	
Item Title	Investment Reviews
Item Description	Review of OMB 300 packages for systems to ensure or document that the privacy component of the package is completed or updated. May include a copy of the OMB 300 form, correspondence, and associated documentation.
Is this item media neutral?	Yes
Is this item a Big Bucket?	
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS	
Does this item supersede existing disposition authorities?	No
Is this item a deviation from the GRS?	No
DISPOSITION INSTRUCTION	
Final Disposition	Temporary
Cutoff Instructions	Other: Cut off upon completion of review.
Retention Period	Destroy 3 year(s) after cutoff.
ADDITIONAL INFORMATION	
Are any of the records covered by this item national security classified?	
GAO Approval Required	No

DAA-0567-2016-0002-0009	STATUS: Active
ITEM GENERAL INFORMATION	
Item Title	Social Media Operational Use Template (SMOUT)
Item Description	Documentation used to outline the agency's collection of personally identifiable information from the social media sources and determine privacy compliance with Management Directive 110-01, Privacy Policy for Operational Use of Social Media.
Is this item media neutral?	Yes
Is this item a Big Bucket?	
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS	
Does this item supersede existing disposition authorities?	No
Is this item a deviation from the GRS?	No
DISPOSITION INSTRUCTION	
Final Disposition	Temporary

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Cutoff Instructions	Other: Cut off at end of calendar year when replaced or becomes obsolete.
Retention Period	Destroy 3 year(s) after cutoff.
ADDITIONAL INFORMATION	
Are any of the records covered by this item national security classified?	
GAO Approval Required	No

DAA-0567-2016-0002-0010		STATUS: Active
ITEM GENERAL INFORMATION		
Item Title	Data Access Request Analysis (DARA)	
Item Description	The DARA document replaces a Privacy Threshold Analysis when agency records are shared out of DHS' Automated Biometric Identification System (IDENT) and is used to understand how data are shared and protected. The DARA is a joint document between ICE and the IDENT system owner, the DHS Office of Biometric Identity Management (OBIM).	
Is this item media neutral?	Yes	
Is this item a Big Bucket?		
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS		
Does this item supersede existing disposition authorities?	No	
Is this item a deviation from the GRS?	No	
DISPOSITION INSTRUCTION		
Final Disposition	Temporary	
Cutoff Instructions	Other: Cut off when information sharing ceases.	
Retention Period	Destroy 10 year(s) after cutoff or when no longer required for business purpose occurs, whichever is later	
ADDITIONAL INFORMATION		
Are any of the records covered by this item national security classified?		
GAO Approval Required	No	

DAA-0567-2016-0002-0011		STATUS: Active
ITEM GENERAL INFORMATION		
Item Title	Overdue A-File FOIA Request Report	

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Item Description	Monthly report received from USCIS pertaining to the status of A-File FOIA requests. ICE annotates this report and sends it to program offices.
Is this item media neutral?	Yes
Is this item a Big Bucket?	
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS	
Does this item supersede existing disposition authorities?	No
Is this item a deviation from the GRS?	No
DISPOSITION INSTRUCTION	
Final Disposition	Temporary
Cutoff Instructions	Other: Cut off at end of fiscal year.
Retention Period	Destroy 3 year(s) after cutoff.
ADDITIONAL INFORMATION	
Are any of the records covered by this item national security classified?	
GAO Approval Required	No

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Signatory Information

Action	User	Date
Approve	David Ferriero	12/20/2016