

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0563-2012-0002

Status: APPROVED
Date Approved: 04/22/2014
Last Modified: 08/31/2023

General Information

Agency or Establishment	Department of Homeland Security
Record/Scheduling Group	0563 - General Records of the Department of Homeland Security
Records Schedule Applies to	Department-wide
Additional Agencies This Schedule Applies To	Cybersecurity and Infrastructure Security Agency, Department of Homeland Security, Federal Emergency Management Agency, Transportation Security Administration, U.S. Customs and Border Protection, U.S. Immigration and Customs Enforcement, United States Citizenship and Immigration Services, United States Coast Guard, United States Secret Service
Schedule Subject	Public Affairs Records
Additional Schedule Information	<p>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.</p> <p>Public Affairs is responsible for oversight and management of all external and internal communications for the Department of Homeland Security. It comprises the following functional areas: Incident Communications, Intelligence and Analysis Communications, Internal Communications, Multimedia Liaison, Office of the Press Secretary, Speechwriting, Strategic Communications, Technical Planning and Operations, and Web Communications.</p> <p>Definitions:</p> <ul style="list-style-type: none">• For use in this schedule, 'DHS' or '(the) Department' refers to the Department of Homeland Security, including all Operational and Support Components.• For use in this schedule, 'Executive Level' refers to the Secretary, Deputy Secretary, Chief of Staff, Director, Deputy Director and equivalent at the Operational Component level <p>This schedule is intended to replace all other disposition schedules related to Public Affairs records previously registered by the Department of Homeland Security and its Components unless an exception is noted.</p>

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All disposition instructions are media neutral; they apply regardless of the media or format of the records.

Is there a classified version of this form? No

Is consultation and coordination with Tribal Governments required? Predate requirement

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Item Count

Total number of disposition items: 30

Number of Temporary disposition items: 18

Number of Permanent disposition items: 12

Number of Items with Disposition Not Approved: 0

Number of Inactive disposition items: 0

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Outline of Records Schedule Items for DAA-0563-2012-0002

Item #	Title	Disposition
0001	Biographical Information : a. Biographical Information - Executive Level	Permanent
0002	Biographical Information : b. Biographical Information - All Other (Non-Executive Level)	Temporary
0003	Press Conference Records : a. Press Conference Records	Permanent
0004	Press Conference Records : b. Press Conference Records - Background Material	Temporary
0005	Press Releases : a. Press Releases	Permanent
0006	Press Releases : b. Press Releases - Background Material	Temporary
0007	Photographs : a. Photographs - Documenting Department Activities	Permanent
0008	Photographs : b. Photographs - Routine	Temporary
0009	Photographs : c. Photographs - Duplicates	Temporary
0010	Speeches : a. Speeches - Executive Level	Permanent
0011	Speeches : b. Speeches - Delivered by Non-Executive Level	Temporary
0012	Posters : a. Posters	Permanent
0013	Posters : b. Posters - Routine	Temporary
0014	Posters : c. Posters - Production Materials	Temporary
0015	Audio Visual : a. Audio Visual - Motion Pictures / Video Recordings	Permanent
0016	Audio Visual : b. Audio Visual - Sound or Audio Recordings	Permanent
0017	Audio Visual : c. Audio Visual - Video Library	Temporary
0018	Audio Visual : d. Audio Visual - All Other Copies	Temporary
0019	Brochures, Pamphlets and Publications : a. Brochures, Pamphlets and Publications	Permanent
0020	Brochures, Pamphlets and Publications : b. Brochures, Pamphlets and Publications - All other copies	Temporary
0021	Newsletter	Temporary
0022	Request to Use the Department Seal(s) : a. Request to Use the Department Seal(s) - Internal DHS Requests	Temporary
0023	Request to Use the Department Seal(s) : b. Request to Use the Department Seal(s) - Requests from other Federal Agencies	Temporary

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0024	Request to Use the Department Seal(s) : c.(1) Request to Use the Department Seal(s) - Non-Governmental Requests	Temporary
0025	Request to Use the Department Seal(s) : c.(2) Request to Use the Department Seal(s) - Non-Governmental Requests	Temporary
0026	Multimedia Project Files : a. Multimedia Project Files - Approved Requests	Permanent
0027	Multimedia Project Files : b. Multimedia Project Files - Rejected Requests	Temporary
0028	Communication Plan	Permanent
0029	Employee Messages : a. Employee Messages	Permanent
0030	Employee Messages : b. Employee Messages	Temporary

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Records Schedule Items

Group Title	Biographical Information	
DAA-0563-2012-0002-0001	STATUS: Active	
ITEM GENERAL INFORMATION		
Item Title	a. Biographical Information - Executive Level	
Item Description	Biographical information of Executive Level staff documenting their accomplishments and professional history.	
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?	Yes	
	Superseded Items	
Superseded Item	Item Superseded in Part?	Explanation
N1-560-04-004 / 13/A	No	
N1-563-07-017 / 1/A	No	
N1-566-08-004 / 4	No	
Is this item a deviation from the GRS?	No	
DISPOSITION INSTRUCTION		
Final Disposition	Permanent	
Cutoff Instructions	Other: Cutoff at end of calendar year when superseded or obsolete.	
Are there multiple instructions for this item?	No	
Transfer Instruction	Transfer to the National Archives between 5 year(s) and 8 year(s) after cutoff	
ADDITIONAL INFORMATION		
Current Records Format	Base Migration: Base Migration	
Are any of the records covered by this item subject to a FOIA exemption?		
DAA-0563-2012-0002-0002	STATUS: Active	
ITEM GENERAL INFORMATION		
Item Title	b. Biographical Information - All Other (Non-Executive Level)	
Item Description	Non-executive level biographical information.	
Is this item media neutral?	Yes	

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Is this item a Big Bucket?		
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS		
Does this item supersede existing disposition authorities?	Yes	
	Superseded Items	
Superseded Item	Item Superseded in Part?	Explanation
N1-560-04-004 / 13/B	No	
N1-563-07-017 / 1/B	No	
NC1-026-80-04 / 50	No	
Is this item a deviation from the GRS?	No	
DISPOSITION INSTRUCTION		
Final Disposition	Temporary	
Cutoff Instructions	Other: Cutoff at end of calendar year when superseded or obsolete.	
Retention Period	Destroy immediately after cutoff.	
ADDITIONAL INFORMATION		
Are any of the records covered by this item national security classified?		
GAO Approval Required	No	

Group Title	Press Conference Records
DAA-0563-2012-0002-0003	STATUS: Active
ITEM GENERAL INFORMATION	
Item Title	a. Press Conference Records
Item Description	Press conference records related to the Department's mission, programs, information or news. These records may include, but are not limited to, mission related programs announcements; information on Homeland Security issues; public meetings or events; and press conferences or interviews. These records may include Executive Level statements and remarks, audio recordings, transcripts, and any other significant documentation used in formulating these records not scheduled elsewhere.
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?	Yes

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Superseded Items		
Superseded Item	Item Superseded in Part?	Explanation
N1-563-07-017 / 5	No	
Is this item a deviation from the GRS?	No	
DISPOSITION INSTRUCTION		
Final Disposition	Permanent	
Cutoff Instructions	Other: Cut off at end of the calendar year in which the event occurs.	
Are there multiple instructions for this item?	No	
Transfer Instruction	Transfer to the National Archives between 5 year(s) and 8 year(s) after cutoff	
ADDITIONAL INFORMATION		
Current Records Format	Base Migration: Base Migration	
Are any of the records covered by this item subject to a FOIA exemption?		
DAA-0563-2012-0002-0004		STATUS: Active
ITEM GENERAL INFORMATION		
Item Title	b. Press Conference Records - Background Material	
Item Description	Records consist of background papers, drafts, talking points, briefings, news clippings, and documents on program activities, reports on program and policy developments, news releases, fact sheets, and other reference material used in formulating news or press releases.	
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?	Yes	
Superseded Items		
Superseded Item	Item Superseded in Part?	Explanation
N1-563-07-017 / 6	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 the calendar year in which the record is created.
Retention Period	Destroy 1 year(s) after cutoff.
ADDITIONAL INFORMATION	
Are any of the records covered by this item national security classified?	
GAO Approval Required	No

Group Title	Press Releases	
DAA-0563-2012-0002-0005	STATUS: Active	
ITEM GENERAL INFORMATION		
Item Title	a. Press Releases	
Item Description	Press releases related to the Department's mission, programs, information or news. These records may include, but are not limited to, mission related programs announcements; information on Homeland Security issues; public meetings or events; and press conferences or interviews and any other significant documentation used in formulating the release not scheduled elsewhere.	
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?	Yes	
	Superseded Items	
Superseded Item	Item Superseded in Part?	Explanation
N1-087-97-001 / 6	No	
N1-311-90-002 / 1	No	
N1-560-04-004 / 15/A	No	
N1-563-07-017 / 7	No	
NC1-026-80-04 / 49	No	
Is this item a deviation from the GRS?	No	
DISPOSITION INSTRUCTION		
Final Disposition	Permanent	
Cutoff Instructions	Other: Cut off at end of the calendar year in which the record is created.	
Are there multiple instructions for this item?	No	

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Transfer Instruction	Transfer to the National Archives 5 year blocks 15 year(s) after cutoff	
ADDITIONAL INFORMATION		
Current Records Format	Base Migration: Base Migration	
Are any of the records covered by this item subject to a FOIA exemption?		
DAA-0563-2012-0002-0006		STATUS: Active
ITEM GENERAL INFORMATION		
Item Title	b. Press Releases - Background Material	
Item Description	Records consist of background papers, news clippings, and documents on program activities, reports on program and policy developments, news releases, fact sheets, and other reference material used in formulating news or press releases.	
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?	Yes	
Superseded Items		
Superseded Item	Item Superseded in Part?	Explanation
N1-560-04-004 / 15/B	No	
N1-563-07-017 / 8	No	
NC1-026-80-04 / 53	No	
Is this item a deviation from the GRS?	No	
DISPOSITION INSTRUCTION		
Final Disposition	Temporary	
Cutoff Instructions	Other: Cut off at end of the calendar year in which the record is created.	
Retention Period	Destroy 1 year(s) after after cutoff.	
ADDITIONAL INFORMATION		
Are any of the records covered by this item national security classified?		
GAO Approval Required	No	

Group Title	Photographs	
DAA-0563-2012-0002-0007		STATUS: Active

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ITEM GENERAL INFORMATION		
Item Title		a. Photographs - Documenting Department Activities
Item Description		<p>Master files of photographs and slides consisting of images, largely born-digital, of Department activities and documenting press conferences, speeches, testimony, meetings, tours, swearing-in ceremonies, portrait sittings (excluding passport photos), and other historically significant activities of a public affairs nature involving the Executive Level and other high-level officials. Also covered are negatives, color slides, prints, any related finding aids and documentation necessary for the proper identification, retrieval, use of the images, name of photographer or source and any copyright restrictions.</p> <p>Also covered by this item are copies of photographs of an operational or mission-related nature that are used in a public affairs context. (Disposition of original photograph is determined by the original purpose for its creation.) Photographs related to non-public affairs mission activities (e.g., investigations, protection, evidence) should be maintained and transferred or disposed under the corresponding schedule covering that activity.</p> <p>(Permanent records previously transferred to NARA under the following disposition authorities are exempt from this schedule: N1-036-98-001 item 4, N1-036-98-005 item 1A1a, 1A1c, 1A1e, 1C1)</p> <p>The second section of this item applies to mission-related analog photographs (photographic negatives, color slides (two copies when they exist), captioned photographic prints).</p>
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?		Yes
Superseded Items		
Superseded Item	Item Superseded in Part?	Explanation
N1-036-98-001 / 4/A	No	
N1-036-98-001 / 4/B	No	
N1-036-98-001 / 4/B	No	

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N1-036-98-005 / 1/A/1/B	No
N1-036-98-005 / 1/A/1/D	No
N1-036-98-005 / 1/A/1/F	No
N1-036-98-005 / 1/C/2	No
N1-036-98-005 / 1/D	No
N1-087-94-002 / 1	No
N1-087-94-002 / 1/A	No
N1-087-94-002 / 1/A/1	No
N1-087-94-002 / 1/A/2	No
N1-311-04-004 / 1	No
N1-311-86-001 / 1/C/1/A	No
N1-311-86-001 / 5/A/2/A	No
N1-560-04-004 / 9/A	No
N1-563-07-017 / 4/A	No
NC1-026-80-04 / 51	No
Is this item a deviation from the GRS?	No
DISPOSITION INSTRUCTION	
Final Disposition	Permanent
Cutoff Instructions	Other: Cut off at the end of the calendar year in which created.
Are there multiple instructions for this item?	No
Transfer Instruction	Other: Transfer to NARA in 3 year blocks at the end of the last year of the block (e.g., 2006-2008 block transferred to NARA at the end of 2008), along with any related documentation and external finding aids in hard copy or electronic form.\\,Transfer to the National Archives immediately after approval of this schedule, along with any related documentation and external finding aids in hard copy or electronic form.
ADDITIONAL INFORMATION	
Current Records Format	Base Migration: Base Migration
Frequency of transfer	3
Are any of the records covered by this item subject to a FOIA exemption?	
DAA-0563-2012-0002-0008 STATUS: Active	
ITEM GENERAL INFORMATION	
Item Title	b. Photographs - Routine

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Item Description	Routine and still photos consist of images relating to employee award ceremonies; staff retirement or promotion ceremonies; social events; workshops, campaigns, and celebrations common to most federal agencies; passport and portrait sittings involving non-executive level personnel. Also covered are duplicate negatives, color slides, and prints.	
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?	Yes	
	Superseded Items	
Superseded Item	Item Superseded in Part?	Explanation
N1-036-98-005 / 1/A/2/B	No	
N1-087-94-002 / 1/B	No	
N1-311-06-002 / 1	No	
N1-563-07-017 / 4/B	No	
Is this item a deviation from the GRS?	No	
DISPOSITION INSTRUCTION		
Final Disposition	Temporary	
Cutoff Instructions	Other: Cut off at the end of the calendar year in which created.	
Retention Period	Destroy 1 year(s) after cutoff	
ADDITIONAL INFORMATION		
Are any of the records covered by this item national security classified?		
GAO Approval Required	No	
DAA-0563-2012-0002-0009		STATUS: Active
ITEM GENERAL INFORMATION		
Item Title	c. Photographs - Duplicates	
Item Description	Duplicate images or images lacking adequate captioning, having technical or aesthetic deficiencies, or having coverage in excess of what is required for adequate and proper 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?	Yes	
	Superseded Items	

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Superseded Item	Item Superseded in Part?	Explanation
N1-036-98-005 / 1/A/2/B	No	
N1-036-98-005 / 1/A/2/C	No	
N1-087-94-002 / 1/A/3	No	
N1-087-97-001 / 1/C	No	
N1-311-06-002 / 2	No	
Is this item a deviation from the GRS?	No	
DISPOSITION INSTRUCTION		
Final Disposition	Temporary	
Cutoff Instructions	Other: Cut off at the end of the calendar year in which created.	
Retention Period	Destroy immediately after upon cutoff.	
ADDITIONAL INFORMATION		
Are any of the records covered by this item national security classified?		
GAO Approval Required	No	

Group Title	Speeches	
DAA-0563-2012-0002-0010	STATUS: Active	
ITEM GENERAL INFORMATION		
Item Title	a. Speeches - Executive Level	
Item Description	Speeches or testimony given by Executive Level personnel during ceremonies, programs, public events, and Congressional hearings regarding DHS mission related functions, background, or any other information pertaining to Department of Homeland Security; arranged by event or by subject.	
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?	Yes	
	Superseded Items	
Superseded Item	Item Superseded in Part?	Explanation
N1-087-97-001 / 5	No	
N1-311-90-002 / 2/A	No	
N1-560-04-004 / 10	No	
N1-560-04-004 / 16	No	
N1-560-04-004 / 16/A	No	

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N1-563-07-013 / 10	No
Is this item a deviation from the GRS?	No
DISPOSITION INSTRUCTION	
Final Disposition	Permanent
Cutoff Instructions	Other: Cut off at end of calendar year.
Are there multiple instructions for this item?	No
Transfer Instruction	Transfer to the National Archives 5 year blocks 15 year(s) after cutoff
ADDITIONAL INFORMATION	
Current Records Format	Base Migration: Base Migration
Are any of the records covered by this item subject to a FOIA exemption?	
DAA-0563-2012-0002-0011 STATUS: Active	
ITEM GENERAL INFORMATION	
Item Title	b. Speeches - Delivered by Non-Executive Level
Item Description	Speeches and presentations prepared for delivery by non-executive level personnel while representing DHS at a DHS sponsored government or civic meeting, or professional Conference.
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?	Yes
	Superseded Items
Superseded Item	Item Superseded Explanation in Part?
N1-311-90-002 / 2/B	No
N1-560-04-004 / 16/B	No
N1-563-08-003 / 10	No
N1-563-08-003 / 7	No
Is this item a deviation from the GRS?	No
DISPOSITION INSTRUCTION	
Final Disposition	Temporary
Cutoff Instructions	Other: Cut off at end of calendar year from date of speech.
Retention Period	Destroy 1 year(s) after cutoff

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ADDITIONAL INFORMATION	
Are any of the records covered by this item national security classified?	
GAO Approval Required	No

Group Title		Posters	
DAA-0563-2012-0002-0012		STATUS: Active	
ITEM GENERAL INFORMATION			
Item Title	a. Posters		
Item Description	Posters produced by or for an organization providing information on the activities or services of the organization.		
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?	Yes		
	Superseded Items		
Superseded Item	Item Superseded in Part?	Explanation	
N1-036-98-005 / 2/A	No		
N1-087-97-001 / 3/A	No		
N1-087-97-001 / 3/B	No		
N1-311-02-002 / 1	No		
N1-311-86-001 / 1/K/6 posters only	Yes	N1-311-86-001 / 1/K/6 posters only	
N1-563-08-003 / 6/A	No		
Is this item a deviation from the GRS?	No		
DISPOSITION INSTRUCTION			
Final Disposition	Permanent		
Are there multiple instructions for this item?	Yes		
	Instructions		
Records to which this instruction applies	Transfer Instruction		
Printed Posters	Records will not be pre-accessioned		
Digital Posters	Records will not be pre-accessioned		
ADDITIONAL INFORMATION			
Current Records Format	Base Migration: Base Migration		

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Are any of the records covered by this item subject to a FOIA exemption?		
DAA-0563-2012-0002-0013		STATUS: Active
ITEM GENERAL INFORMATION		
Item Title	b. Posters - Routine	
Item Description	Contains posters relating to routine events and subjects common to most agencies such as Savings Bonds and CFC campaigns; blood drives; and/or health and safety programs.	
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?	Yes	
Superseded Items		
Superseded Item	Item Superseded in Part?	Explanation
N1-036-98-005 / 2/B	No	
N1-563-08-003 / 6/B	No	
Is this item a deviation from the GRS?	No	
DISPOSITION INSTRUCTION		
Final Disposition	Temporary	
Retention Period	Destroy immediately after superseded or no later than 3 years after creation.	
ADDITIONAL INFORMATION		
Are any of the records covered by this item national security classified?		
GAO Approval Required	No	
DAA-0563-2012-0002-0014		STATUS: Active
ITEM GENERAL INFORMATION		
Item Title	c. Posters - Production Materials	
Item Description	Contains poster production materials including halftone negatives, routine artwork, blue lines, layouts and other preparatory graphic items.	
Is this item media neutral?	Yes	
Is this item a Big Bucket?		
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS		

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Does this item supersede existing disposition authorities?	Yes
Superseded Items	
Superseded Item	Item Superseded in Part? Explanation
N1-036-98-005 / 2/C	No
Is this item a deviation from the GRS?	No
DISPOSITION INSTRUCTION	
Final Disposition	Temporary
Retention Period	Destroy immediately after needed for agency business.
ADDITIONAL INFORMATION	
Are any of the records covered by this item national security classified?	
GAO Approval Required	No

Group Title	Audio Visual
Group Description	A collection of audiovisual materials from within the Department documenting significant mission and non-mission related events which are used for public affairs purposes. This includes motion pictures, audio recordings, video recording, and slide presentation audio recordings that are produced for public affairs purposes, as well as copies of AV materials of an operational or mission-related nature that are used in a public affairs context. (Disposition of original AV material is determined by the original purpose for its creation.)
DAA-0563-2012-0002-0015	STATUS: Active
ITEM GENERAL INFORMATION	
Item Title	a. Audio Visual - Motion Pictures / Video Recordings

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Item Description	Official Record Set: Original negative or color original plus separate optical sound track, an intermediate master positive or duplicate negative plus optical sound track, and a sound projection print for each motion picture and public service announcement; and other productions created to disseminate agency information regarding DHS operations and programs to the public. Existing finding aids, published or unpublished, such as data sheets, shot lists, scenarios, review sheets, catalogs, indexes, scene descriptions, and other textual documentation which is necessary for the proper identification, retrieval, and use of the footage. (Permanent records previously transferred to NARA under the following disposition authorities are exempt from this schedule: N1-036-98-001 item 2, 3; N1-087-92-1 item 1)	
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?	Yes	
	Superseded Items	
Superseded Item	Item Superseded in Part?	Explanation
N1-560-04-004 / 11/A	No	
N1-566-08-004 / 5	No	
NC1-026-76-02 / 51/A	No	
NC1-026-76-02 / 51/C	No	
NC1-026-76-02 / 53/A	No	
NC1-026-76-02 / 53/B	No	
Is this item a deviation from the GRS?	No	
DISPOSITION INSTRUCTION		
Final Disposition	Permanent	
Are there multiple instructions for this item?	No	
Transfer Instruction	Transfer to the National Archives 5 year(s) after created or when obsolete whichever occurs first.	
ADDITIONAL INFORMATION		
Current Records Format	Base Migration: Base Migration	
Are any of the records covered by this item subject to a FOIA exemption?		

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Records Schedule Number: DAA-0563-2012-0002

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DAA-0563-2012-0002-0016		STATUS: Active
ITEM GENERAL INFORMATION		
Item Title	b. Audio Visual - Sound or Audio Recordings	
Item Description	Master tape, matric or stamper, and one disc pressing for each conventional mass produced multiple copy disc recording and the original tape for each magnetic audio tape recording. Includes DHS developed radio programs or public service announcements; DHS sponsored radio news releases and information programs; other recordings related to DHS programs; related finding aids and documentation necessary for the proper identification, retrieval, and use of the files, and any related script or transcript.	
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?	Yes	
	Superseded Items	
Superseded Item	Item Superseded in Part?	Explanation
N1-560-04-004 / 10	No	
N1-566-08-004 / 5	No	
NC1-026-76-02 / 51/B	No	
Is this item a deviation from the GRS?	No	
DISPOSITION INSTRUCTION		
Final Disposition	Permanent	
Are there multiple instructions for this item?	No	
Transfer Instruction	Transfer to the National Archives 5 year(s) after created or when obsolete whichever occurs first.	
ADDITIONAL INFORMATION		
Current Records Format	Base Migration: Base Migration	
Are any of the records covered by this item subject to a FOIA exemption?		
DAA-0563-2012-0002-0017		STATUS: Active
ITEM GENERAL INFORMATION		
Item Title	c. Audio Visual - Video Library	

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Item Description	Consists of video recordings acquired by DHS from outside sources (other than training videos) supporting or used to carry out Departmental programs. Also includes videos produced by outside sources documenting Departmental programs (e.g. A&E "Border Wars"; National Geographic "Inside the Secret Service").	
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?	Yes	
	Superseded Items	
Superseded Item	Item Superseded in Part?	Explanation
N1-560-04-004 / 11/B	No	
Is this item a deviation from the GRS?	No	
DISPOSITION INSTRUCTION		
Final Disposition	Temporary	
Cutoff Instructions	Other: Cut off at end of calendar year in which the video recording was produced.	
Retention Period	Destroy 5 year(s) after created or when no longer needed for reference.	
ADDITIONAL INFORMATION		
Are any of the records covered by this item national security classified?		
GAO Approval Required	No	
DAA-0563-2012-0002-0018		STATUS: Active
ITEM GENERAL INFORMATION		
Item Title	d. Audio Visual - All Other Copies	
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?	Yes	
	Superseded Items	
Superseded Item	Item Superseded in Part?	Explanation
NC1-026-76-02 / 51/E	No	

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Is this item a deviation from the GRS?	No
DISPOSITION INSTRUCTION	
Final Disposition	Temporary
Retention Period	Destroy 5 year(s) after created or when no longer needed for reference, whichever is sooner.
ADDITIONAL INFORMATION	
Are any of the records covered by this item national security classified?	
GAO Approval Required	No

Group Title	Brochures, Pamphlets and Publications	
DAA-0563-2012-0002-0019	STATUS: Active	
ITEM GENERAL INFORMATION		
Item Title	a. Brochures, Pamphlets and Publications	
Item Description	Brochures, pamphlets and other publications produced by or for an organization providing information on the activities or services of the organization. One copy of each publication should be designated the record copy. (Permanent records previously transferred to NARA under the following disposition authorities are exempt from this schedule: N1-087-97-1 item 1c)	
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?	Yes	
	Superseded Items	
Superseded Item	Item Superseded in Part?	Explanation
N1-087-97-001 / 1/A	No	
N1-087-97-001 / 1/B	No	
N1-087-97-001 / 2	No	
N1-311-86-001 / 1/K/6 pamphlets booklets leaflets and monographs only	Yes	N1-311-86-001 / 1/K/6 pamphlets booklets leaflets and monographs only
N1-560-04-004 / 14/A	No	
N1-563-08-003 / 2/A	No	
Is this item a deviation from the GRS?	No	
DISPOSITION INSTRUCTION		

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Final Disposition	Permanent	
Cutoff Instructions	Other: Cut off at end of calendar year.	
Are there multiple instructions for this item?	No	
Transfer Instruction	Transfer to the National Archives 5 year blocks 15 year(s) after cutoff, 1 copy of each edition	
ADDITIONAL INFORMATION		
Current Records Format	Base Migration: Base Migration	
Are any of the records covered by this item subject to a FOIA exemption?		
DAA-0563-2012-0002-0020		STATUS: Active
ITEM GENERAL INFORMATION		
Item Title	b. Brochures, Pamphlets and Publications - All other copies	
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?	Yes	
	Superseded Items	
Superseded Item	Item Superseded in Part?	Explanation
N1-087-97-001 / 4	No	
N1-560-04-004 / 14/B	No	
N1-563-08-003 / 2/B	No	
Is this item a deviation from the GRS?	No	
DISPOSITION INSTRUCTION		
Final Disposition	Temporary	
Cutoff Instructions	Other: Cutoff at end of calendar year when replaced or becomes obsolete.	
Retention Period	Destroy immediately after cutoff.	
ADDITIONAL INFORMATION		
Are any of the records covered by this item national security classified?		
GAO Approval Required	No	

DAA-0563-2012-0002-0021	STATUS: Active
ITEM GENERAL INFORMATION	

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Item Title	Newsletter	
Item Description	A regularly distributed publication to provide information of interest to employees or the public. General attributes of newsletters include news and upcoming events, as well as contact information for general inquiries.	
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?	Yes	
	Superseded Items	
Superseded Item	Item Superseded in Part?	Explanation
N1-560-04-004 / 14	No	
Is this item a deviation from the GRS?	No	
DISPOSITION INSTRUCTION		
Final Disposition	Temporary	
Cutoff Instructions	Other: Cut off on date of publication.	
Retention Period	Destroy 1 year(s) after cutoff	
ADDITIONAL INFORMATION		
Are any of the records covered by this item national security classified?		
GAO Approval Required	No	

Group Title	Request to Use the Department Seal(s)	
Group Description	Consists of requests and responses to parties interested in using the Department seal(s).	
DAA-0563-2012-0002-0022	STATUS: Active	
ITEM GENERAL INFORMATION		
Item Title	a. Request to Use the Department Seal(s) - Internal DHS Requests	
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?	Yes	
	Superseded Items	

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Superseded Item	Item Superseded in Part?	Explanation
N1-563-07-017 / 9/A	No	
N1-563-07-017 / 9/B	No	
Is this item a deviation from the GRS?	No	
DISPOSITION INSTRUCTION		
Final Disposition	Temporary	
Cutoff Instructions	Other: Cut off on date of decision.	
Retention Period	Destroy 2 year(s) after date of cutoff.	
ADDITIONAL INFORMATION		
Are any of the records covered by this item national security classified?		
GAO Approval Required	No	
DAA-0563-2012-0002-0023		STATUS: Active
ITEM GENERAL INFORMATION		
Item Title	b. Request to Use the Department Seal(s) - Requests from other Federal Agencies	
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: Cutoff on date of decision.	
Retention Period	Destroy 5 year(s) after date of cutoff.	
ADDITIONAL INFORMATION		
Are any of the records covered by this item national security classified?		
GAO Approval Required	No	
DAA-0563-2012-0002-0024		STATUS: Active
ITEM GENERAL INFORMATION		
Item Title	c.(1) Request to Use the Department Seal(s) - Non-Governmental Requests	
Item Description	1) Approved Requests	

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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: Cutoff of date of decision.
Retention Period	Other: Review 5 years from date of cutoff for activity. If continued use is requested and authorized, maintain for an additional 5 year period. If not active, destroy or delete immediately.
ADDITIONAL INFORMATION	
Are any of the records covered by this item national security classified?	
GAO Approval Required	No
DAA-0563-2012-0002-0025 STATUS: Active	
ITEM GENERAL INFORMATION	
Item Title	c.(2) Request to Use the Department Seal(s) - Non-Governmental Requests
Item Description	2) Denied Requests
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: Cutoff on date of decision.
Retention Period	Destroy 2 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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Group Title	Multimedia Project Files	
Group Description	Agreements and support documentation (e.g., film and television requests, questionnaires, scripts, reports, and correspondence) for non-governmental, entertainment-oriented motion picture/video projects including, but not limited to, documentaries, books, web games, movies, television programs, and other types of medial related projects requesting the use of the Department name(s), seal(s) and insignia, and any other Departmental assistance in the production of a multimedia project.	
DAA-0563-2012-0002-0026 STATUS: Active		
ITEM GENERAL INFORMATION		
Item Title	a. Multimedia Project Files - Approved Requests	
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?	Yes	
	Superseded Items	
Superseded Item	Item Superseded in Part?	Explanation
N1-563-07-017 / 3/A	No	
Is this item a deviation from the GRS?	No	
DISPOSITION INSTRUCTION		
Final Disposition	Permanent	
Cutoff Instructions	Other: Cutoff at completion of project.	
Are there multiple instructions for this item?	No	
Transfer Instruction	Transfer to the National Archives 5 year(s) after after cutoff.	
ADDITIONAL INFORMATION		
Current Records Format	Base Migration: Base Migration	
Are any of the records covered by this item subject to a FOIA exemption?		
DAA-0563-2012-0002-0027 STATUS: Active		
ITEM GENERAL INFORMATION		
Item Title	b. Multimedia Project Files - Rejected Requests	
Is this item media neutral?	Yes	
Is this item a Big Bucket?		

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SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS		
Does this item supersede existing disposition authorities?	Yes	
	Superseded Items	
Superseded Item	Item Superseded in Part?	Explanation
N1-563-07-017 / 3/B	No	
Is this item a deviation from the GRS?	No	
DISPOSITION INSTRUCTION		
Final Disposition	Temporary	
Retention Period	Destroy 5 year(s) after date of denial.	
ADDITIONAL INFORMATION		
Are any of the records covered by this item national security classified?		
GAO Approval Required	No	

DAA-0563-2012-0002-0028	STATUS: Active
ITEM GENERAL INFORMATION	
Item Title	Communication Plan
Item Description	A formal planning document consisting of written recommendations, guidance and strategies evidencing the Secretary's policies. Developed to craft strategies to enhance both the public's and DHS personnel's interpretation and understanding of DHS policy and are submitted to the OPA Assistant Secretary and Deputy Assistant Secretary for review and implementation. These records also serve as coordination points for stakeholders including DHS components and other Federal, state and local agencies in articulating the Secretary's position and message.
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?	Yes
	Superseded Items
Superseded Item	Item Superseded in Part? Explanation
N1-563-07-017 / 2	No

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Is this item a deviation from the GRS?	No
DISPOSITION INSTRUCTION	
Final Disposition	Permanent
Cutoff Instructions	Other: Cut off when superseded or obsolete.
Are there multiple instructions for this item?	No
Transfer Instruction	Transfer to the National Archives 10 year(s) after cutoff
ADDITIONAL INFORMATION	
Current Records Format	Base Migration: Base Migration
Are any of the records covered by this item subject to a FOIA exemption?	

Group Title	Employee Messages
DAA-0563-2012-0002-0029	STATUS: Active
ITEM GENERAL INFORMATION	
Item Title	a. Employee Messages
Item Description	Messages from senior leadership to employees announcing new policies and initiatives, articulating revisions to existing policies, or reminding employees of rules.
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	Permanent
Cutoff Instructions	Other: Cut off at end of the calendar year in which the record is created.
Are there multiple instructions for this item?	No
Transfer Instruction	Transfer to the National Archives 10 year(s) after cutoff in 5 year blocks.
ADDITIONAL INFORMATION	
Current Records Format	Base Migration: Base Migration

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Are any of the records covered by this item subject to a FOIA exemption?	
DAA-0563-2012-0002-0030 STATUS: Active	
ITEM GENERAL INFORMATION	
Item Title	b. Employee Messages
Item Description	Messages of a recurring nature, such as those marking significant dates and holidays like Veterans Day, Memorial Day, 9/11 anniversary, holiday party and gift-giving and –receiving policies etc.
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 calendar 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

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Signatory Information

Action	User	Date
Accept	Data Migration	03/29/2012
Approve	David Ferriero	04/22/2014