

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER N1-563-04-10	
To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received 3-3-2004	
1 FROM (Agency or establishment) Department of Homeland Security		NOTIFICATION TO AGENCY	
2 MAJOR SUBDIVISION Data Management Improvement Act Task Force		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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 Michael Defensor	5. TELEPHONE NUMBER 202-353-9498	DATE 1-12-04	ARCHIVIST OF THE UNITED STATES John W. Carl
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 4 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 2/26/04	SIGNATURE OF AGENCY REPRESENTATIVE Kathy Schultz Kathleen A. Schultz		TITLE Sr. Records Officer
7 ITEM NO.	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	RECORDS OF THE DATA MANAGEMENT IMPROVEMENT ACT TASK FORCE (See attached sheets)		
cc Kennedy, NR, NWMD, NWMM, NWCS, NACT			

The Data Management Improvement Act Task Force

The Immigration and Naturalization Service Data Management Improvement Act of 2000 (Public Law 106-215) created a Task Force to evaluate and make recommendations on how the flow of traffic at United States airports, seaports and land border Ports-of-Entry (POE) can be improved while enhancing security. Statutory mandates included evaluations and recommendations on: an electronic entry/exit system; enhancing information technology (IT) systems and data collection/sharing; facilities and infrastructure issues; and increasing cooperation between public and private sectors, among Federal and State/local agencies and with affected foreign governments.

The DMIA Task Force was comprised of 17 senior-level officials from six Federal agencies, two state and local governmental groups and nine private industry trade and travel organizations. The members brought together the expertise necessary to find solutions to address the nation's commercial facilitation needs consistent with increased security concerns.

In 2002, the Task Force focused on recommendations for an Electronic Entry/Exit System. In 2003, the Task Force focused on their other statutory requirements, concentrating on three main areas: Coordination and Cooperation, Facilities and Infrastructure, and Information Technology Interoperability.

The Undersecretary of the Border and Transportation Security Directorate, Asa Hutchinson, disbanded the DMIA Task Force in January 2004 after he determined that it had met its statutory requirements and completed its work.

The total volume for the items listed on this schedule is approximately 2.0 cubic feet.

Note: Those records that are duplicative, lacking in historical/archival value or covered under General Records Schedules (GRS) will be segregated and destroyed during archival processing.

Task Force Records

Item No.

1. **Annual Report to Congress:** Annual Reports (2002 and 2003) submitted to Congress.

Disposition: Permanent. Transfer to the National Archives immediately upon approval of the schedule.

2. **Press Materials:** Include record copies of DMIA Fact Sheets and monthly newsletters titled, "In Brief," "Sub-Committee News".

Disposition: Permanent. Transfer to the National Archives immediately upon approval of the schedule

3. **Charter:** Includes the charter and re-charter of the Data Management Improvement Act Task Force.

Disposition: Permanent. Transfer to the National Archives immediately upon approval of the schedule.

4. **Correspondence:** Includes letters to Congress regarding the Task Force being disbanded as well as letters of thanks from the Task Force to various individuals who helped them with site visits and particular issues.

Disposition: Permanent. Transfer to the National Archives immediately upon approval of the schedule.

5. **Meeting Files:**

- a. **Open Meetings.** Files include record copy of background material, agendas, sign-in sheets, transcripts, and briefing books. The Task Force held two open meetings.

Disposition: Permanent. Transfer to the National Archives immediately upon approval of the schedule.

- b. **Closed Meetings.** Files include agendas and meeting summaries. The Task Force held two closed meetings.

Disposition: Permanent. Transfer to the National Archives immediately upon approval of the schedule.

Note: Public access restricted under 36 CFR 1256.10

- c. **Task Force Briefing Meetings.** The Task Force invited speakers with expertise in different areas to attend these meetings and brief them on various issues. These meetings sometimes included discussion about administrative details. Files include agendas, attendee lists, information about Task Force members, lists of subcommittee members, briefing notes, summaries of next steps and deliverables, concept papers, explanations of proposed Task Force subgroups, recommendations, summaries of subcommittee proposals, subcommittee meeting minutes, printouts of Power Point slides presentations, and one compact disc containing Power Point presentation slides.

Disposition: Permanent. Transfer to the National Archives immediately upon approval of the schedule.

- d. **Task Force Administrative Meetings:** Meetings convened to discuss progress and planning. Files include agendas and minutes.

Disposition: Temporary. Destroy immediately after Task Force has been disbanded.

- e. **Sub-Committee Meetings.** Files include meeting minutes.

Disposition: Permanent. Transfer to the National Archives immediately upon approval of the schedule.

6. **Workshop Files:** The Task Force held one conference in Los Alamos New Mexico that focused on interoperability and decision support for U.S. border protection issues. Files include agendas, presentation handouts, presenter biographies, and a summary of session discussions.

Disposition: Permanent. Transfer to the National Archives immediately upon approval of the schedule.

7. **Executive Director Briefing Files:** Include printouts of two sets of Power Point slides used by the Executive Director to brief others about the Task Force.

Disposition: Permanent. Transfer to the National Archives immediately upon approval of the schedule.

8. **Information Technology (IT) Files:** The Task Force conducted weekly conference calls with IT personnel at Los Alamos. Files include agendas.

Disposition: Permanent. Transfer to the National Archives immediately upon approval of the schedule.

9. **Site Visit Files:** Include agendas, notes for the site visits of 2003, and one compact disc containing Power Point presentation slides.

Disposition: Permanent. Transfer to the National Archives immediately upon approval of the schedule.

10. **Site Visit Photographs:** Approximately 200, 4" x 6" color print photographs with negatives and approximately 400 digital JPEG photographs.

Disposition: Temporary. Destroy records immediately upon approval of the schedule.

11. **E-Mail and Word Processing System Copies:**

Electronic copies of records that are created on electronic mail and word processing systems and are used solely to generate a recordkeeping copy of the records covered by other items in this schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for upgrading, revision, or dissemination.

- a. Copies that have no further administrative value after the recordkeeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy has been produced.

Disposition: Temporary. Destroy/Delete within 180 days after the recordkeeping copy has been produced.

- b. Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy.

Disposition: Temporary. Destroy/Delete when dissemination, revision, or updating is completed.