

REQUEST FOR RECORDS DISPOSITION AUTHORITY		LEAVE BLANK (NARA use only)	
To NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD, COLLEGE PARK, MD 20740-6001		JOB NUMBER <i>NI-563-08-10</i>	
1 FROM (Agency or establishment) Department of Homeland Security		Date Received <i>1-7-2008</i>	
2 MAJOR SUB DIVISION Management		NOTIFICATION TO AGENCY 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request, including amendments is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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 Office of Security			
4 NAME OF PERSON WITH WHOM TO CONFER Kathy Schultz	5 TELEPHONE 202-447-5075	DATE <i>8-28-08</i>	ARCHIVIST OF THE UNITED STATES <i>Deanne C. Thomas</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 <u> 3 </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 12/18/07	SIGNATURE OF AGENCY REPRESENTATIVE <i>Kathleen A. 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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)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: Classification Management		

U.S. Department of Homeland Security
Headquarters Records Schedules

Department of Homeland Security

On April 17, 1995 Executive Order 12958 was issued, it prescribes a uniform system for classifying, safeguarding, and declassifying national security information. On September 22, 2003 the National Archives and Records Administration (NARA) issued directive 32 CFR Parts 2001 and 2004, it provides guidance in meeting the conditions of the Executive Order.

To comply with the requirements of Executive Order 12958 (E.O. 12958), protect sensitive information and meet the standards established by NARA, the Department of Homeland Security (DHS) develops and implements policies for the variety of systems/information under its care.

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

1 Declassification Plan

As part of the process in closing an office or program, a plan may be developed to review all records held by the office. The plan provides guidance in determining which records, if any, require continued classification or declassification.

The plan can include, but is not limited to, descriptions of affected materials, instructions in how/what information should be reviewed, personnel and their assigned duties, timelines, and status reports.

Disposition:

TEMPORARY Cutoff upon completion of the review
Destroy or delete 3 years after cutoff or when no longer needed for business purposes, whichever is longer

2 Declassification Requests

In response to a request under the Freedom of Information Act, the Privacy Act of 1974, or the mandatory review provisions of E.O. 12958, DHS may perform reviews of classified materials to determine if continued protection is warranted.

Files created in response to these requests may include the original request, a copy of the reply, and all related supporting files, including the official file copy of requested records or a copy. Declassification requests are received electronically or hard copy and are maintained in the original format.

Disposition:

TEMPORARY Cutoff upon completion of the review
Destroy or delete 5 years after cutoff or when no longer needed for business purposes, whichever is longer

U.S. Department of Homeland Security
Headquarters Records Schedules

3 Security Classification Guide

The classification guide is issued by an official authorized, in writing, either by the President, by agency heads, or other officials delegated by the President, to make an initial determination to classify information

Each guide is approved personally, and in writing, by an official who has program or supervisory responsibility over the information and been delegated Original Classification Authority (OCA) at the highest level of classification cited in the guide, or by the DHS Senior Agency Official

The guide identifies the elements of information regarding a specific subject that must be classified and establishes the level and duration of classification for each element. A guide is prepared for each system, plan, program, or project involving the classification of information and prepared consistent with the DHS format for classification guides

Classification guides may be created to support a computer system, program, or office

The following items are included in the guide

- Scope
- Applicability
- Policy
- Classification Authority
- Topics of information and a corresponding classification level
- Duration of classification for each topic
- Justification

One copy of each guide should be designated the record copy

[NOTE: A classification guide cannot classify information beyond 25 years unless such information has been specifically approved for exemption from declassification pursuant to E.O. 12958]

Disposition:

PERMANENT Cut off when superseded Transfer to
NARA 5 years after cutoff

U.S. Department of Homeland Security
Headquarters Records Schedules

If materials affected by a classification guide are exempted from the 25 year automatic declassification provisions of the Order, the guide shall be retained for the duration of the exemption]

4 Systematic Declassification Review

Each agency that has originated classified information under E O 12958 or its predecessors is required to establish and conduct a program of systematic declassification review. Within DHS, five years after classification has been applied, affected records are eligible for declassification. A review is then performed to determine if declassification is appropriate.

Records are reviewed in accordance within the standards of E O 12958, its implementing directives, and the declassification guides provided by the originating agency.

Products of these reviews may include reports on affected records, notifications of classification removal or continued classification, and related supporting materials.

Disposition:

TEMPORARY Cutoff upon completion of the review
Destroy or delete 3 years after cutoff or when no longer needed for business purposes, whichever is longer