

REQUEST FOR RECORDS DISPOSITION AUTHORITY		LEAVE BLANK (NARA use only)	
		JOB NUMBER N1-563-08-41	
To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD, COLLEGE PARK, MD 20740-6001		Date Received 8/18/08	
1. FROM (Agency or establishment) Department of Homeland Security		NOTIFICATION TO AGENCY	
2. MAJOR SUB DIVISION Management		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request, including amendments is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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 Under Secretary for Management			
4. NAME OF PERSON WITH WHOM TO CONFER Kathy Schultz	5. TELEPHONE 202-447-5075	DATE 8/21/08	ARCHIVIST OF THE UNITED STATES <i>Ala. W...</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>1</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 8/11/08	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 GRS OR SUPERSEDED JOB CITATION	10.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: Organizational Charts		

**U.S. Department of Homeland Security
Headquarters Records Schedules**

Management

The Under Secretary for Management is responsible for budget, appropriations, expenditure of funds, accounting and finance; procurement; human resources and personnel; information technology systems; facilities, property, equipment, and other material resources; and identification and tracking of performance measurements relating to the responsibilities of the Department.

The Under Secretary for Management is appointed by the President by and with the advice and consent of the Senate and directly supervises the activities of the following:

- Chief Financial Officer
- Chief Information Officer
- Chief Human Capital Officer
- Chief Procurement Officer
- Chief Administrative Officer

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

1 Organizational Charts/Files

Organizational charts and studies which provide a detailed description of the arrangement and administrative structure of the Agency; included are proposals, staff evaluations, correspondence relating to the establishment and reorganization of the Agency; mission, functions, and changes in organizational directives; functional statements; delegations of authority, including Headquarters and Component offices; final products and graphs.

DHS will also transfer to the National Archives along with the Organizational Files an annual snapshot of all current organizational charts showing the complete DHS organizational structure.

Disposition:

PERMANENT. Cut off at end of fiscal year in which approved. Transfer to NARA 5 years after cutoff.

N1-503-08-41