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| 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 NI-563-09-5 | |
| 1 FROM (Agency or establishment) Department of Homeland Security | | Date Received 4-17-2009 | |
| 2 MAJOR SUB DIVISION Chief Privacy Officer (PRIV) | | 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request, including amendments is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10 | |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 Kathy Schultz | 5 TELEPHONE 202-447-5075 | DATE 8/10/09 | ARCHIVIST OF THE UNITED STATES <i>Adrienne 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>2</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 4/15/09 | 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| 7 ITEM NO | 8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION | 9 GRS OR SUPERSEDED JOB CITATION | 10 ACTION TAKEN (NARA USE ONLY) |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: Privacy Office Program Records | | |

U.S. Department of Homeland Security

Headquarters Records Schedules

Privacy Officer, Chief

N1-563-09-5

The Privacy Office mission is to minimize the impact on individuals' privacy, particularly the individual's personal information and dignity, while achieving the mission of the Department of Homeland Security (DHS). It operates under the direction of the Chief Privacy Officer and Chief Freedom of Information Act Officer, who is appointed by the Secretary.

The DHS Privacy Office serves as the steward of Section 222 of the Homeland Security Act, the Privacy Act of 1974, the Freedom of Information Act, the E-Government Act of 2002 and the numerous laws, Executive Orders, court decisions and DHS policies that protect the collection, use, and disclosure of personal and Departmental information.

The Electronic Government (e-Gov) Act of 2002 mandates an assessment of the privacy impact of any substantially revised or new Information Technology System. In its efforts to fulfill the e-Gov initiative of IT Privacy and Security, the DHS Privacy Office requires for automated systems owners to develop a Privacy Threshold Analysis (PTA) to determine privacy issues related to the system and if a full Privacy Impact Assessment (PIA) is necessary. PTAs are one step in the Certification & Accreditation (C & A) process for systems which assures a system meets appropriate standards. Through the C & A process the Privacy Office reviews PTAs submitted by each program and/or system. The PTA provides documentation whether or not a full PIA is necessary.

Upon completion of these reviews any identified release or disclosure of personal information is published in a System of Record Notice (SORN) in the Federal Register. This serves public notice as to what elements of personal information are collected and how the data is used.

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

1 Privacy Impact Assessment (PIA)

The PIA is an analysis of how personally identifiable information is collected, stored, protected, shared and managed. "Personally identifiable information" is defined as information in a system or online collection that directly or indirectly identifies an individual whether the individual is a U.S. Citizen, Legal Permanent Resident, or a visitor to the U.S. The PIA represents the final analysis of the Department regarding the impact that a system or program would have on the privacy of individuals and should be available publicly (via website) for the life of the system or program (and when appropriate any successor programs).

Disposition:

TEMPORARY Cut off at the end of the calendar in which the guide was established. Destroy or delete 20 years after cutoff, or when superseded, obsolete, or no longer needed to conduct agency business, whichever is later.

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

N1-503-09-5

2 Privacy Threshold Analysis (PTA)

The Privacy Threshold Analysis is used to determine what personally identifiable information is gathered by the computer systems employed by DHS. The results of the PTA determine if the information is substantial enough to warrant a more detailed evaluation via the Privacy Impact Assessment.

Disposition:

TEMPORARY Cut off at the end of the calendar in which the guide was established. Destroy or delete 20 years after cutoff, or when superseded, obsolete, or no longer needed to conduct agency business, whichever is later.

3 System of Record Notice (SORN)

The Privacy Act of 1974 requires agencies to publish Systems of Records Notices that describe the categories of personally identifiable information that they collect, maintain, retrieve, and use. The SORN represents the operative notice for the Department's operation of a System of Records, is published in the Federal Register and should be available publicly (via website) for the life of the system.

Disposition:

TEMPORARY Cut off at the end of the calendar in which the guide was established. Destroy or delete 20 years after cutoff, or when superseded, obsolete, or no longer needed to conduct agency business, whichever is later.