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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-563-09-6 | |
| 1 FROM (Agency or establishment) Department of Homeland Security | | Date Received 4-17-2009 | |
| 2 MAJOR SUB DIVISION Office of the General Counsel | | 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request, including amendments is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10 | |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>Adrianne 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>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 4/15/09 | SIGNATURE OF AGENCY REPRESENTATIVE <i>Kathy 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| 7 ITEM NO | 8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION | 9 GRS OR SUPERSEDED JOB CITATION | 10 ACTION TAKEN (NARA USE ONLY) |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: General Counsel Program Records | | |

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

General Counsel, Office of the

The General Counsel is the chief legal advisor of the Department. He or she determines the policy and directs the actions of the Office of General Counsel, the Offices of Regional Counsel and other DHS legal offices.

The General Counsel and his staff ensures that DHS activities comply with all legal requirements and integrates the attorneys and staff throughout the Department into a cohesive, full-service legal team.

- Plans, directs, and executes all legal activities within the DHS nationwide to ensure full and legally sound implementation of DHS' statutory responsibilities. Assures proper legal and policy support for the missions of DHS.
- Serves as the chief legal advisor to the Secretary, the Deputy Secretary, and other senior agency officials in developing issuing DHS policies and regulations.
- Provides overall guidance and direction to all components of the OGC. Directs and coordinates the conduct of legal and policy assistance activities within DHS field jurisdictions and establishes reporting relationships of subordinate legal offices in the Department. Issues directives and instructions to govern execution of the functions of these offices and evaluates their performance by review and inspection.

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

1 Informational Law and Intellectual Property

Contains documents related to data rights and interpretations under contracts and cooperative agreements involving DHS. Documents may include, but are not limited to, copies of contracts, requests for proposals, disclosure of project data, affidavit waivers, and related internal and external correspondence regarding negotiations and decisions.

Disposition:

a Trademarks

TEMPORARY Cut off at end of calendar year in which trademark is abandoned Destroy 5 years after cutoff

b Patents

TEMPORARY Cut off at end of calendar year after date of issuance Destroy 40 years after cutoff

c Copyright

TEMPORARY Cut off at end of calendar year after date of issuance Destroy 150 years after cutoff

d Trade Secrets This item does not cover information exchanged under a Cooperative Research and Development Agreement (CRADA)

TEMPORARY Cut off at end of calendar year in which received Destroy 20 years after cutoff or when trade secret is not longer valuable, whichever is later