Request for Records Disposition Authority

(See Instructions on reverse)

To **National Archives and Records Administration (NIR)**
Washington, DC 20408

1 From (Agency or establishment)
Department of Homeland Security

2 Major Subdivision
National Protection and Programs Directorate

3 Minor Subdivision
US-VISIT

4 Name of Person with whom to confer: Donna Williams

5 Telephone (include area code): 202-298-5244

Leave Blank (NARA Use Only)

Job Number: N1-563-11-4

Date Received: 7/21/11

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.

Date:

Archivist of the United States: WITHDRAWN

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 2 page(s) are not now needed 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 of the GAO Manual for Guidance of Federal Agencies

☒ is not required ☐ is attached ☐ has been requested

Signature of Agency Representative:

Title: Asst Dir , Records, Publications, and Mail Mgmt

Date (mm/dd/yyyy): 7/20/2011

7 Item Number	8 Description of Item and Proposed Disposition	9 GRS or Superseded Job Citation	10 Action taken (NARA Use Only)
1	See attached sheet for Drafts and Working Files		

Drafts and Working Files

These files consist of drafts, working files, and other records that have minimal or no documentary or evidential value

Documents include records which document work being done, including such materials as rough notes and calculations; drafts produced solely for proof reading; working copies or drafts, once the final version is distributed or published (EXCLUDING drafts needed to understand alternatives and options, or contain unique information in substantive annotations and comments); readily available reference materials; originating office copies of letters of transmittal that do not add any information to that contained in the transmitted material, and receiving office copy if filed separately; routine requests for information or publication and copies of replies which require no administrative action, no policy decision, and no special compilation or research for reply; extra copies of outgoing communication; quasi-official notices including memoranda and other records that do not serve as the basis of official action, such as notices of holiday or charity and welfare fund appeals, bond campaigns, and similar records; records documenting routine activities containing no substantive information, such as routine notifications of meetings, scheduling of work-related trips and visits, and other scheduling related activities; suspense and tickler files or "to do" and task lists that serve as a reminder that an action is required or that a reply to action is expected; purely facilitative records (i.e., documents pertaining to setting dates and times of meetings); records related to preliminary, interim, or ancillary activities, and other related records.

RETENTION:
Temporary: Destroy/delete immediately, when no longer needed for reference