

Request for Records Disposition Authority

Records Schedule Number **DAA-0567-2015-0011**

Schedule Status **Approved**

Agency or Establishment **Immigration and Customs Enforcement**

Record Group / Scheduling Group **Records of the Bureau of Immigration and Customs Enforcement**

Records Schedule applies to **Major Subdivision**

Major Subdivision **Office of Congressional Relations**

Schedule Subject **Congressional Records**

Internal agency concurrences will
be provided **No**

Background Information

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
5	3	2	0

GAO Approval

Outline of Records Schedule Items for DAA-0567-2015-0011

Sequence Number	
1	Close of Business Reports Disposition Authority Number: DAA-0567-2015-0011-0001
2	Congressional Hearing Records Disposition Authority Number: DAA-0567-2015-0011-0002
3	Private Legislation Bills Disposition Authority Number: DAA-0567-2015-0011-0003
4	Congressional Meeting, Presentation, and Briefing Files Disposition Authority Number: DAA-0567-2015-0011-0004
5	Report Review Files Disposition Authority Number: DAA-0567-2015-0011-0005

Records Schedule Items

Sequence Number	
1	<p>Close of Business Reports</p> <p>Disposition Authority Number DAA-0567-2015-0011-0001</p> <p>This daily report summarizes significant issues and inquiries, significant legislation introduced into Congress, and hearings, briefings, and other events of the day. The report also includes upcoming hearings, briefings, and other events.</p> <p>Final Disposition Temporary</p> <p>Item Status Active</p> <p>Is this item media neutral? Yes</p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No</p> <p>Disposition Instruction</p> <p>Cutoff Instruction Cut off files at the end of the calendar year.</p> <p>Retention Period Destroy 5 year(s) after cutoff.</p> <p>Additional Information</p> <p>GAO Approval Not Required</p>
2	<p>Congressional Hearing Records</p> <p>Disposition Authority Number DAA-0567-2015-0011-0002</p> <p>Documentation, including questions for the record, related to testimony given by ICE personnel during congressional hearings. Includes drafts, received comments, hearing invitation letters, hearing summaries, hearing preparation materials, and transcripts and final testimony sent to Congress.</p> <p>Final Disposition Permanent</p> <p>Item Status Active</p> <p>Is this item media neutral? Yes</p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No</p> <p>Disposition Instruction</p> <p>Cutoff Instruction Cut off files at end of the calendar year.</p>

Transfer to the National Archives for Accessioning Transfer to the National Archives 20 year(s) after cutoff.

Additional Information

First year of records accumulation 2003

What will be the date span of the initial transfer of records to the National Archives? From 2003 To 2004

How frequently will your agency transfer these records to the National Archives? Every 1 Years

	Estimated Current Volume	Annual Accumulation
Electronic/Digital	7 GB	
Paper		
Microform		
Hardcopy or Analog Special Media		

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Private Legislation Bills

Disposition Authority Number DAA-0567-2015-0011-0003

Private legislative bill files consisting of correspondence, memorandums, executive summaries, reports, and other written material.

Final Disposition Permanent

Item Status Active

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No

Disposition Instruction

Cutoff Instruction Cut off at the end of the calendar year in which the current Congress adjourns.

Transfer to the National Archives for Accessioning Transfer to the National Archives 20 year(s) after cutoff.

Additional Information

First year of records accumulation **2003**

What will be the date span of the initial transfer of records to the National Archives? **From 2003 To 2004**

How frequently will your agency transfer these records to the National Archives? **Every 1 Years**

	Estimated Current Volume	Annual Accumulation
Electronic/Digital	1 GB	
Paper		
Microform		
Hardcopy or Analog Special Media		

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Congressional Meeting, Presentation, and Briefing Files

Disposition Authority Number **DAA-0567-2015-0011-0004**

Material created to document conversations, meetings, briefings, and other informational presentations involving senior-level ICE officials and members of Congress, Congressional Committees, their staffs and other congressional entities such as Congressional Research Service. These documents include, but are not limited to: memoranda, of conversations, meeting agendas and minutes, engagement reports, meeting reports and summaries. Also included are background information and other supporting documentation relevant to the activity used to debrief the participants.

Final Disposition **Permanent**

Item Status **Active**

Is this item media neutral? **Yes**

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? **No**

Disposition Instruction

Cutoff Instruction **Cutoff at the end of the calendar year**

Transfer to the National Archives for Accessioning Transfer to the National Archives 20 year(s) after cutoff

Additional Information

First year of records accumulation 2013

What will be the date span of the initial transfer of records to the National Archives? From 2013 To 2017

How frequently will your agency transfer these records to the National Archives? Every 1 Years

	Estimated Current Volume	Annual Accumulation
Electronic/Digital	76.19 MB	
Paper		
Microform		
Hardcopy or Analog Special Media		

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Report Review Files

Disposition Authority Number DAA-0567-2015-0011-0005

Reports created by ICE and forwarded to the Office of Congressional Relations for review before submission to Congress.

Final Disposition Temporary

Item Status Active

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No

Disposition Instruction

Cutoff Instruction Cut off at end of calendar year.

Retention Period Destroy 3 year(s) after cutoff.

Additional Information

GAO Approval

Not Required

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 in this schedule are not now needed for the business of the agency or will not be needed after the retention periods specified.

Signatory Information

Date	Action	By	Title	Organization
10/26/2015	Certify	Dawn Boswell	Records Officer	OAS - Privacy and Records
12/07/2016	Return for Revision	Jeremy Schmidt	Archives Specialist	National Archives and Records Administration - ACRA Appraisal Team 1
03/28/2018	Submit For Certification	Vanessa Ortiz	Records Management Specialist	Department of Homeland Security - Immigration and Customs Enforcement
03/29/2018	Certify	Vanessa Ortiz	Records Management Specialist	Department of Homeland Security - Immigration and Customs Enforcement
03/09/2020	Submit for Concurrence	Ashby Crowder	Archives Specialist	National Archives and Records Administration - ACRA
03/12/2020	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
03/12/2020	Concur	Laurence Brewer	Chief Records Officer	National Records and Archives Administration - National Records and Archives Administration
03/16/2020	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist