

Request for Records Disposition Authority (See Instructions on reverse)		Leave Blank (NARA use only)	
To National Archives and Records Administration (NIR) 8601 Adelphi Road, College Park, MD 20740-6001		Job Number <i>NI-567-10-2</i>	Date Received <i>11/19/09</i>
1 From (Agency or establishment) Department of Homeland Security (DHS)		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
2 Major Subdivision Immigration and Customs Enforcement (ICE)			
3 Minor Subdivision Office of the Assistant Secretary (OAS)			
4 Name of Person with whom to confer Joseph M Gerhart	5 Telephone (include area code) 202-732-6337	Date	Archivist of the United States WITHDRAWN

6 Agency Certification

I hereby certify that I am authorized to act for this agency in the matters pertaining to the disposition of its records and that the records proposed for disposal on the attached 4 page(s) are not 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, or has been requested

Signature of Agency Representative <i>Joseph M Gerhart</i>	Title Chief, Records Management Branch	Date (mm/dd/yyyy) <i>11/16/2009</i>
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7 Item Number	8 Description of Item and Proposed disposition	9 GRS OR Superseded Job Citation	10 Action taken (NARA Use Only)
<i>X</i>	See attached sheet(s) for U.S. Immigration and Customs Enforcement, Office of the Assistant Secretary, Executive Level Records		WITHDRAWN

U.S. Department of Homeland Security
Records Schedules

Immigration and Customs Enforcement (ICE)

Office of Assistant Secretary (OAS)

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

① Annual and Other Reports to Congress

File Plan:

Reports created by organizational components and submitted directly to Congress

Disposition:

PERMANENT Cut off files annually Transfer to the National Archives 6 months after end of the appointment of Assistant Secretary under which records were created

② Briefing Books

File Plan:

Complete record copy prepared for the Secretary and Deputy Secretary's copies of briefing books on important issues prepared by various Departmental offices Contains schedules, agendas, topics of discussions, issue and talking point, biographies, summary and/or position papers and information and background

Disposition:

PERMANENT Cut off files annually Transfer to the National Archives 6 months after end of the appointment of Assistant Secretary under which records were created

③ Chronological Files

File Plan

Records include copies of outgoing correspondence arranged in chronological order This file is maintained as a record of responses to Congress, other federal agencies, state and local government agencies

Disposition

PERMANENT Cut off files annually Transfer to the National Archives 6 months after end of the appointment of Assistant Secretary under which records were created

④ Correspondence

File Plan.

Paper copies of correspondence that pre-dates the Correspondence Tracking and Management System

Disposition

PERMANENT Cut off files annually Transfer to the National Archives 6 months after end of the appointment of Assistant Secretary under which records were created

U.S. Department of Homeland Security
Records Schedules

Immigration and Customs Enforcement (ICE)

5 Plans

File Plan:

All final, approved contingency COOP, COG and Strategic Plans that are prepared on behalf of the Secretary and Deputy Secretary for the department

Disposition:

PERMANENT Cut off files annually Transfer to the National Archives 6 months after end of the appointment of Assistant Secretary under which records were created

6 Policy

File Plan:

Files containing formulation and issuance of DHS Policy including relevant background material These files may also include drafts with substantive comments and/or drafts circulated for comment Duplicate copies without comments and non-record publications that do not add to the understanding of the policy may be discarded prior to transfer to NARA Close file when policy is issued

Disposition:

PERMANENT Cut off files annually Transfer to the National Archives 6 months after end of the appointment of Assistant Secretary under which records were created

7 Questions for the Record (QFR)

File Plan:

A written question issued by a Congressional chamber, conference, committee or member following the appearance of a Departmental official at a Congressional hearing and intended for inclusion in the Congressional Record of such hearing QFR are written, formal, post-hearing questions delivered to DHS from Congress for answers, and can include up to 250 questions per set Each question may have multiple parts or sections to it QFR are used to get responses to additional questions not asked during initial testimony in a Congressional Hearing Responses to QFR may come from a number of internal sources Final QFR (and responses) are published in the Congressional Record, which is retained permanently

Disposition

PERMANENT Cut off files annually Transfer to the National Archives 6 months after end of the appointment of Assistant Secretary under which records were created

U.S Department of Homeland Security
Records Schedules

Immigration and Customs Enforcement (ICE)

8 Schedule of Daily Activities, Calendars and Meetings

File Plan:

Calendars, appointment books, schedules, logs, diaries, and other records documenting meetings, appointments, trips visits, and other activities while serving in an official capacity

Disposition:

PERMANENT Cut off files annually Transfer to the National Archives 6 months after end of the appointment of Assistant Secretary under which records were created

9 Scheduling

File Plan:

Invitations that are received and accepted by the Secretary and Deputy Secretary which may include invitations from a range of individuals, groups, associations, organizations, local, state and federal officials, and foreign governments to attend meetings, events, presentations and to address groups, associations, organizations or to visit

Disposition:

PERMANENT Cut off files annually Transfer to the National Archives 6 months after end of the appointment of Assistant Secretary under which records were created

10 Signature Correspondence

File Plan

Paper copies with original signatures of high level government officials or are of significant historical value where the intrinsic value of the paper records may warrant preservation

Disposition

PERMANENT Cut off files annually Transfer to the National Archives 6 months after end of the appointment of Assistant Secretary under which records were created

11 Speeches and Testimonies

File Plan

Speeches or testimonies given by the incumbent during ceremonies, programs, public events, and Congressional hearings arranged by event or subject

Disposition.

PERMANENT Cut off files annually Transfer to the National Archives 6 months after end of the appointment of Assistant Secretary under which records were created

U.S. Department of Homeland Security
Records Schedules

Immigration and Customs Enforcement (ICE)

12 Subject Files

File Plan:

The files consist of files on specific topics or projects arranged alphabetically by subject or component/element, with subcategories under the subject or component/element. The subjects relate to specific topics under the purview of the senior official, including policy and general information, particular problems and resolutions. This does not include subject files maintained solely for reference.

Disposition:

PERMANENT Cut off files annually. Transfer to the National Archives 6 months after end of the appointment of Assistant Secretary under which records were created.

13 Telephone Logs

File Plan:

Files consist of lists of incoming telephone messages to the Secretary and include date of call, caller's name, and telephone number, and a brief message.

Disposition:

PERMANENT Cut off files annually. Transfer to the National Archives 6 months after end of the appointment of Assistant Secretary under which records were created.

14 Trip Books

File Plan:

Complete record copy prepared for the Secretary and Deputy Secretary's copies of trip books contains schedules, agendas, topics of discussion, issue and talking points, biographies, summary and/or position papers and information and background on countries visited.

Disposition:

PERMANENT Cut off files annually. Transfer to the National Archives 6 months after end of the appointment of Assistant Secretary under which records were created.