

Request for Records Disposition Authority

Records Schedule Number DAA-0563-2019-0003
Schedule Status Modified Approved Version

Agency or Establishment Department of Homeland Security
Record Group / Scheduling Group General Records of the Department of Homeland Security
Records Schedule applies to Department-wide
Schedule Subject Committees, Task Forces, and Working Groups
Internal agency concurrences will be provided No

Background Information This schedule covers records that document DHS internal agency committees with mission-related responsibilities and interagency committees. Committees may have such titles as functional committees, commissions, boards, councils, task forces, and working groups. Federal Advisory Committees and internal agency committees not related to the DHS mission are covered under the General Records Schedule (GRS).

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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

GAO Approval

Outline of Records Schedule Items for DAA-0563-2019-0003

Sequence Number	
1	Internal Agency Committee Records Disposition Authority Number: DAA-0563-2019-0003-0001
2	Interagency Committee Records Disposition Authority Number: DAA-0563-2019-0003-0002

Records Schedule Items

Sequence Number	
1	<p data-bbox="345 380 857 411">Internal Agency Committee Records</p> <p data-bbox="345 432 1149 464">Disposition Authority Number DAA-0563-2019-0003-0001</p> <p data-bbox="345 485 1503 978">Records documenting the establishment and formation of internal mission related committees and their significant actions and decisions. Records include, but are not limited to, records related to the establishment of the committee (e.g. charters, enacting legislation, filing letters to Congress, organization charts, committee bylaws, standard operating procedures, guidelines); records related to committee membership; records of committee meetings and hearings (e.g. agendas, meeting minutes, public comments, testimony received during hearings, transcripts of meetings and hearings); records related to committee findings (e.g. final reports, memoranda, letters to agency, studies produced by or for the committee); records related to research collected or created by the committee; correspondence; records related to committee termination; and other records documenting decisions, discussions, or actions related to the work of the committee. NOTE: If transcripts do not exist, audio/visual recordings must be maintained permanently.</p> <p data-bbox="345 999 922 1031">Final Disposition Permanent</p> <p data-bbox="345 1052 849 1083">Item Status Active</p> <p data-bbox="345 1104 818 1136">Is this item media neutral? Yes</p> <p data-bbox="345 1157 818 1188">Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes</p> <p data-bbox="345 1304 818 1335">Do any of the records covered by this item exist as structured electronic data? Yes</p> <p data-bbox="345 1419 1143 1917">GRS or Superseded Authority Citation NC1-026-76-02 / 546 NC1-026-76-02 / 564 NC1-026-76-02 / 574 NC1-026-76-02 / 591/a NC1-026-76-02 / 591/b/1/b NC1-026-76-02 / 596 NC1-026-76-02 / 597 NC1-026-80-04 / 364/b NC1-026-82-13 / 404/a NC1-026-82-13 / 404/b N1-560-04-013 / 17 N1-560-06-001 / 1 (In part) Internal committees N1-563-08-006 / 1/a</p>

Disposition Instruction

If this item has multiple sections, indicate here records to which this section apply

Electronic and non-electronic textual records

Cutoff Instruction

For standing committees, cutoff annually. For temporary or short-term committees, cutoff upon conclusion or termination of the committee.

Transfer to the National Archives for Accessioning

Transfer to the National Archives 15 year(s) after cutoff

Additional Information

What will be the date span of the initial transfer of records to the National Archives?

Unknown
Unknown

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

Unknown
Unknown

Disposition Instruction

If this item has multiple sections, indicate here records to which this section apply

Still Photographs, Posters, Moving Images, Sound Recordings (Analog and Digital)

Transfer to the National Archives for Accessioning

Transfer to the National Archives when records are 5 years old or upon termination of committee, whichever is sooner. Include any related logs, indexes, or other finding aids with the transfer.

Additional Information

What will be the date span of the initial transfer of records to the National Archives?

Unknown
Unknown

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

Unknown
Unknown

Interagency Committee Records

Disposition Authority Number

DAA-0563-2019-0003-0002

Records documenting the establishment and formation of interagency committees and their significant actions and decisions. Committee members may include representatives from other Federal agencies; State, Territory, Tribal, and

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local governments; international agencies; commercial business; non-for-profit businesses; labor unions; and/or public citizens. Records related to the establishment of the committee (e.g. charters, enacting legislation, filing letters to Congress, organization charts, committee bylaws, standard operating procedures, guidelines); records related to committee membership; records of committee meetings and hearings (e.g. agendas, meeting minutes, public comments, testimony received during hearings, transcripts of meetings and hearings); records related to committee findings (e.g. final reports, memoranda, letters to agency, studies produced by or for the committee); records related to research collected or created by the committee; correspondence; records related to committee termination; and other records documenting decisions, discussions, or actions related to the work of the committee. NOTE: If transcripts do not exist, audio/visual recordings must be maintained permanently.

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? Yes

Do any of the records covered by this item exist as structured electronic data? Yes

GRS or Superseded Authority Citation
NC1-026-76-02 / 44
NC1-026-76-02 / 45
NC1-026-76-02 / 74
NC1-026-76-02 / 83
NC1-026-76-02 / 473
NC1-026-76-02 / 563
NC1-026-78-01 / 44/a
NC1-026-78-01 / 44/b
NC1-026-78-01 / 44/c
NC1-026-80-04 / 358
N1-311-90-001 / 1/a
N1-311-90-001 / 2/a
N1-311-97-002 / CMC/5/1
N1-311-97-002 / CMC/5/2
N1-560-03-002 / 5
N1-560-06-001 / 1 (In part), interagency, and international committees sponsored by TSA.
N1-563-08-006 2/a

Disposition Instruction

If this item has multiple sections, indicate here records to which this section apply	Electronic and non-electronic textual records
Cutoff Instruction	For standing committees, cutoff annually. For temporary or short-term committees, cutoff upon conclusion or termination of the committee.
Transfer to the National Archives for Accessioning	Transfer to the National Archives 15 year(s) after cutoff
Additional Information	
What will be the date span of the initial transfer of records to the National Archives?	Unknown Unknown
How frequently will your agency transfer these records to the National Archives?	Unknown Unknown
Disposition Instruction	
If this item has multiple sections, indicate here records to which this section apply	Still Photographs, Posters, Moving Images, Sound Recordings (Analog and Digital)
Transfer to the National Archives for Accessioning	Transfer to the National Archives when records are 5 years old or upon termination of committee, whichever is sooner. Include any related logs, indexes, or other finding aids with the transfer.
Additional Information	
What will be the date span of the initial transfer of records to the National Archives?	Unknown Unknown
How frequently will your agency transfer these records to the National Archives?	Unknown Unknown

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
03/04/2019	Certify	Tammy Hudson	Acting Records Officer	CIO - ESDO
09/10/2019	Return for Revision	Laura McHale	Appraisal Archivist	National Archives and Records Administration - Records Management Services
10/04/2019	Submit For Certification	Sara Cheeseman	OBIM Records Officer	Department of Homeland Security - Office of Biometric and Identity Management
10/04/2019	Certify	Sara Cheeseman	OBIM Records Officer	Department of Homeland Security - Office of Biometric and Identity Management
03/31/2020	Return for Revision	Laura McHale	Appraisal Archivist	National Archives and Records Administration - Records Management Services
04/07/2020	Submit For Certification	Sara Cheeseman	OBIM Records Officer	Department of Homeland Security - Office of Biometric and Identity Management
04/07/2020	Certify	Sara Cheeseman	OBIM Records Officer	Department of Homeland Security - Office of Biometric and Identity Management
09/20/2021	Submit for Concurrence	Lloyd Beers	Appraisal Archivist	National Archives and Records Administration - ACNR Records Management Services
09/21/2021	Return to Submitter	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services

09/22/2021	Submit for Concurrency	Lloyd Beers	Appraisal Archivist	National Archives and Records Administration - ACNR Records Management Services
09/29/2021	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
09/29/2021	Concur	Laurence Brewer	Chief Records Officer	National Records and Archives Administration - National Records and Archives Administration
09/29/2021	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist