

REQUEST FOR RECORDS DISPOSITION AUTHORITY		LEAVE BLANK (NARA use only)	
		JOB NUMBER <i>NI-563-074</i>	
To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD, COLLEGE PARK, MD 20740-6001		Date Received <i>2-22-2007</i>	
1 FROM (Agency or establishment) Department of Homeland Security		NOTIFICATION TO AGENCY	
2 MAJOR SUB DIVISION Management Directorate		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request, including amendments is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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 <i>11/6/07</i>	ARCHIVIST OF THE UNITED STATES <i>[Signature]</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 1/31/07	SIGNATURE OF AGENCY REPRESENTATIVE <i>Kathleen P. 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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)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: Management Directives and Delegations of Authority		

SA 11/19/07 copies sent to Agency, NARA, NWD, NWC, NWT, NIA

**U.S. Department of Homeland Security
Headquarters Offices
Management Directorate**

The disposition of Management Directives (MD) and Delegations of Authority (DA) covered in this schedule pertains to the Management Directives program under the authority of the Undersecretary for Management which is the office of record.

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

1. Management Directives (MD)

The Department of Homeland Security (DHS) MDs for DHS programs internal policy. The authority to operate DHS programs is provided in MDs, which are drafted by individual program offices and distributed DHS-wide for comment. After the Under Secretary for Management approves the MDs, they are published on the DHS intranet (Note. DHS components that issue component-specific directives should refer to that agency's retention policies and procedures)

The file for each MD and its subsequent version of each directive will include the approved MD, signature/approval documents, comments, background material, and as applicable, related manual and/or forms

PERMANENT. Cut off when superseded or cancelled. Transfer to NARA 5 years after cutoff Agency will maintain & transfer electronic records according to NARA transfer guidance and regulations

2. Delegations of Authority (DA)

DAs specify who is authorized to act on behalf of the Secretary or other DHS officials for specific purposes Individuals are identified by title or position, not by name

• **Executive Level Delegation**

Executive Level Delegations files containing the approved delegation, comments and background material Executive Level Delegations are processed through the Office of the General Counsel and forwarded to the Executive Secretariat for signature

• **Other DHS Delegations**

The delegations record copy contains the approved delegations, comments and all background material Delegations at the component level or below are not processed through the Executive Secretariat

Disposition: PERMANENT. Cut off when superseded or cancelled. Transfer to NARA 5 years after cutoff. Agency will maintain & transfer electronic records according to NARA transfer guidance and regulations

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The file for each MD and its subsequent version of each directive will include the approved MD, signature/approval documents, comments, background material, and as applicable, related manual and/or forms.

Disposition: PERMANENT Cutoff when superseded or cancelled. Transfer physical and legal custody paper records to NARA 10 years after cutoff. Transfer electronic records to NARA for physical storage 5 years after cutoff and then transfer legal custody to NARA 10 years after cutoff according to NARA transfer guidance and regulations.

2. Delegations of Authority (DA)

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a. Record Copy

The file for each MD and its subsequent version of each directive will include the approved MD, signature/approval documents, comments, background material, and as applicable, related manual and/or forms.

Disposition: PERMANENT. Cutoff when superseded or cancelled. Transfer to the National Archives 10 years after cutoff.

b. Reference Copies

Copies of DHS MDs not maintained by the office of record, including component copies, background material and comments

Disposition: TEMPORARY. Cutoff when superseded or cancelled. Destroy when no longer needed for reference

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• **Other DHS Delegations**

The delegations record copy contains the approved delegations, comments and all background material. Delegations at the component level or below are not processed through the Executive Secretariat.

a. Record Copy

Disposition: PERMANENT. Cutoff when superseded or cancelled. Transfer to the National Archives 10 years after cutoff

b. Reference Copies

Any copy of a DA not maintained by the Office of record.

Disposition: TEMPORARY. Cutoff when superseded or cancelled. Destroy when no longer needed for administrative purposes.