

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b>		LEAVE BLANK (NARA use only)	
To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD, COLLEGE PARK, MD 20740-6001		JOB NUMBER <i>NI-563-08-9</i>	
1 FROM (Agency or establishment) <b>Department of Homeland Security</b>		Date Received <i>1-24-2008</i>	
2 MAJOR SUB DIVISION <b>Office of Security</b>		NOTIFICATION TO AGENCY	
3 MINOR SUBDIVISION		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request, including amendments is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
4 NAME OF PERSON WITH WHOM TO CONFER <b>Kathy Schultz</b>	5 TELEPHONE <b>202-447-5075</b>	DATE <i>1/16/08</i>	ARCHIVIST OF THE UNITED STATES <i>Alle W...</i>
<b>6 AGENCY CERTIFICATION</b> 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>2</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 <b>1/16/08</b>	SIGNATURE OF AGENCY REPRESENTATIVE <i>Kathleen A. Schultz</i>		TITLE <b>Senior Records Officer</b>
7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
<b>1</b>	<b>See attached sheet(s) for: Office of Security Program Records</b>		

**U.S. Department of Homeland Security  
Headquarters Records Schedules**

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**Management**

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The mission of the Office of Security is to safeguard the Department of Homeland Security's (DHS) personnel, property, facilities, and information. The Office of Security develops, implements, and oversees DHS' security policies, programs, and standards; delivers security training and education to DHS personnel, and provides security support to DHS Components. Working with the Chief Security Officer (CSO) Council the office integrates all Security Functions for DHS in a cohesive manner that increases efficiency and enhances the overall security of DHS.

The Office of Security is responsible for 1) Developing and implementing security policies, programs, and standards to protect and safeguard the Department's personnel, property, facilities, and information, 2) Integrating, coordinating and providing oversight of Component security policies, programs, and standards to protect and safeguard DHS Component personnel, property, facilities, and information, 3) Providing direct security support and services to all Components not serviced by or under the jurisdiction of a Component Chief Security Officer, 4) Representing DHS on security-related interagency committees and working groups, 5) Validating new requests for the authority to designate DHS employees as officers and agents for duty in connection with the protection of property owned or occupied by the Federal Government and persons on the property, 6) Exercising policy oversight of Component functions related to the protection of property owned or occupied by the Federal Government and persons on the property, 7) Exercising policy oversight of Component functions related to credentials, shields, emergency signaling devices, and other law enforcement-related signifiers; and 8) Coordinating with the Office of Inspector General on investigations relating to DHS security functions, and reviewing the final Report of Investigation and all related exhibits upon issuance to the affected Component.

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

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**1 Contract Security Documents**

Documentation detailing information concerning the Security aspects of the contractor, used to determine whether or not the contractor meets the clearance requirements commensurate with the information being accessed

**Disposition:**

TEMPORARY. Cut off at end of calendar year in which the contract is terminated. Destroy or delete 3 years after cutoff.

**U.S. Department of Homeland Security  
Headquarters Records Schedules**

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**2 Copies of Contracts**

Documentation detailing information concerning the Security aspects of the contractor, used to determine whether or not the contractor meets the clearance requirements commensurate with the information being accessed. The file may contain contract copies made for reference purposes that have been modified or updated with significant changes.

Contract copies made for reference purposes that have been modified or updated with significant changes. Some examples are, notations explaining or questioning items within the contract, or original signatures indicating concurrence or receipt.

**Disposition:**

TEMPORARY. Cut off at end of calendar year in which the contract is terminated. Destroy or delete 3 years after cutoff.

**3 Facility Security Systems Files**

Consists of blue prints, floor plans, drawings, and other documents describing DHS HQ facilities.

**Disposition:**

TEMPORARY. Destroy or delete 5 years after discontinuance of facility or 1 year after responsible office determines it is no longer needed for legal, audit, administrative or business purposes, whichever is longer.

~~**4 Security Action Plans**~~

~~Case files accumulated by offices responsible for the preparation and issuance of plans and directives, consisting of a copy of each plan or directive issued, with related background documents.~~

~~**Disposition:**~~

~~PERMANENT. Cut off when plan has been superseded. Transfer to NARA 5 years after cutoff.~~

*Withdrawn*

**U.S. Department of Homeland Security  
Headquarters Records Schedules**

**Security, Office of**

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

**1 Contract Security Documents**

Documentation detailing information concerning the Security aspects of the contractor, used to determine whether or not the contractor meets the clearance requirements commensurate with the information being accessed

**Disposition:**

TEMPORARY. Cutoff upon termination of the contract.  
Destroy or delete 3 years after cutoff.

**2 Coordination**

Records used for managing operations relating to compliance with policies, directives, and plans. Records may include reports documenting follow-up activities, progress toward specific defined organizational objectives, and the completion and timeliness of deliverables.

**Disposition:**

TEMPORARY. Destroy or delete when 5 years old or 1 year after responsible office determines that there are no unresolved issues, whichever is longer.

**U.S. Department of Homeland Security  
Headquarters Records Schedules**

**3 Copies of Contracts**

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**Disposition:**

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Destroy or delete 3 years after cutoff.

**4 Facility Security Systems Files**

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**Disposition:**

TEMPORARY. Destroy or delete 5 years after discontinuance of facility or 1 year after responsible office determines it is no longer needed for legal, audit, administrative or business purposes, whichever is longer.

**5 Security Action Plans**

Case files accumulated by offices responsible for the preparation and issuance of plans and directives, consisting of a copy of each plan or directive issued, with related background documents.

**Disposition:**

PERMANENT. Cut off when plan has been superseded.  
Transfer to NARA 5 years after cutoff.