

REQUEST FOR RECORDS DISPOSITION AUTHORITY		LEAVE BLANK (NARA use only)	
To NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD, COLLEGE PARK, MD 20740-6001		JOB NUMBER <i>NI-563-08-38</i>	
1 FROM (Agency or establishment) Department of Homeland Security		Date Received <i>8/18/08</i>	
2 MAJOR SUB DIVISION Civil Rights and Civil Liberties		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request, including amendments is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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 Kathy Schultz	5 TELEPHONE 202-447-5075	DATE <i>4/30/05</i> ARCHIVIST OF THE UNITED STATES <i>Michael King</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>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 8/11/08	SIGNATURE OF AGENCY REPRESENTATIVE <i>Kathleen A. 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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)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: Civil Liberties Impact Assessments		

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

Civil Rights and Civil Liberties

Civil Liberties Impact Assessment (CLIA)

The Civil Liberties Impact Assessment (CLIA) program is designed to ensure that DHS programs, policies, regulations, and guidelines comply with provisions regarding civil rights and civil liberties while supporting the needs of customers and the mission of DHS. The objective of the CLIA program is to identify potential civil liberties concerns early in the program life cycle, and assist the program office in developing strategies and measures to address these concerns. Department officials and employees shall assist the Office for Civil Rights and Civil Liberties in implementing these goals.

Civil Liberties Impact Assessments (CLIA) ensure that DHS programs, policies, regulations, and guidelines comply with and safeguard civil rights and civil liberties while supporting the needs of customers and the mission of DHS.

Legal Authorities

- 6 U S C § 111 Executive Department, Mission
- 6 U S C § 345 Establishment of Office for Civil Rights and Civil Liberties
- 42 U S C § 2000ee-1 Privacy and Civil Liberties Officers

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

1. Civil Liberties Impact Assessment Files

Disposition: N1-563-08-38-1 (Pending NARA Approval)

File Plan: 301-093

A review of the potential civil liberties impact of programs, policies, regulations, or guidelines based on a series of questions in the following areas: impact on particular groups or individuals, influence on Government, notice and redress, alternatives, safeguards, and other rights or concerns.

At the conclusion of a CLIA, the Office for Civil Rights and Civil Liberties will prepare a report identifying what civil liberties issues were addressed in the CLIA, what issues were satisfactorily resolved or mitigated, and what if any outstanding civil rights and civil liberties issues remain. The final CLIA report is a public document.

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

Civil Rights and Civil Liberties

a. Significant Assessment Reports

File Plan: 301-093

Significant assessment reports 1) attract national media or Congressional attention, 2) present significant or novel questions of law or policy, or, 3) result in substantive changes in DHS policies and procedures. Significant assessment reports will be selected by the Office of Civil Rights and Civil Liberties based on these criteria

Date Span: 2008 - present

Year of First Transfer to NARA: 2028

Estimated current volume: 1 inch

Estimated annual accumulation: 2 inches

Disposition: N1-563-08-38-1a (Pending NARA Approval)

PERMANENT Cut off at end of fiscal year in which assessment is complete. Transfer to the National Archives for permanent retention 20 years after cutoff. Note: This transfer instruction applies only to the paper or hardcopy version of these records. When/if DHS decides to transfer these records to the National Archives in an electronic format, DHS and the National Archives will develop appropriate transfer instructions at that time to cover the electronic records.

b. All Other Assessment Reports

File Plan: 301-093

Disposition: N1-563-08-38-1b (Pending NARA Approval)

TEMPORARY Cut off at the end of fiscal year in which assessment is complete. Destroy or delete 75 years after cutoff.

c. Clearance Comments

File Plan: 301-093

Comments received from various stakeholders during the assessment report review stage, including comments from program officials, general counsel, and the Office of Management and Budget

Disposition: N1-563-08-38-1c (Pending NARA Approval)

TEMPORARY Cut off at the end of fiscal year in which assessment is complete. Destroy or delete 75 years after cutoff.

d. Working Files - Background Information

File Plan: 401

Files containing background and reference materials and duplicates of correspondence or memos

Disposition: N1-563-08-38-1d (Pending NARA Approval)

TEMPORARY Cut off at the end of fiscal year in which assessment is complete. Destroy or delete 5 years after cutoff.