

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b>		LEAVE BLANK (NARA use only)	
To NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD, COLLEGE PARK, MID 20740-6001		JOB NUMBER <b>NI-563-09-13</b>	
1 FROM (Agency or establishment) <b>Department of Homeland Security</b>		Date Received <b>8/10/09</b>	
2 MAJOR SUB DIVISION <b>Operations Coordination, Office of</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request, including amendments is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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>202-507-0290</b>	DATE <b>9-18-2009</b>	ARCHIVIST OF THE UNITED STATES <b>WITHDRAWN</b>
<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>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 <b>8/3/09</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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)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: Finished Intelligence Case Files (OPS Div)</b>		

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

**Operations Coordination, Office of**

Optimize intelligence support to DHS and Interagency planning and operational coordination requirements by identifying, leveraging and/or developing, tailoring, integrating, and ensuring the provision of DHS Intelligence Enterprise and external intelligence capabilities, services, products, and resources to ensure a common intelligence picture and unified approach across DHS, the interagency and SLT partnerships

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

**1 Finished Intelligence Case Files**

**Disposition:**

Include, but is not limited to, finished intelligence and associated background material for products such as Warning Products identifying imminent homeland security threats, Assessments providing intelligence analysis on specific topics, Executive Products providing intelligence reporting to OPS senior leadership, Intelligence Summaries about current intelligence events, and Periodic Reports containing intelligence awareness information for a specific region, sector, or area of interest

PERMANENT Cut off at end of calendar year in which case is closed Offer to the National Archives for permanent retention 20 years after cutoff

WITHDRAWN