

Request for Records Disposition Authority

(See Instructions on reverse)

To **National Archives and Records Administration (NIR)**
Washington, DC 20408

1 From (Agency or establishment)

Department of Homeland Security

2 Major Subdivision

National Protection and Programs Directorate

3 Minor Subdivision

US-VISIT

4 Name of Person with whom to confer

Donna Williams

5 Telephone (include area code)

202-298-5244

Leave Blank (NARA Use Only)

Job Number

NI-563-11-1

Date Received

7/20/11

Notification to Agency

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10

Date

Archivist of the United States

WITHDRAWN

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 2 page(s) are not now needed 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 of the GAO Manual for Guidance of Federal Agencies

is not required

is attached

has been requested

Signature of Agency Representative

Title

Asst Dir, Records, Publications, and Mail Mgmt

Date (mm/dd/yyyy)

7/20/2011

7 Item Number

8 Description of Item and Proposed Disposition

9 GRS or Superseded Job Citation

10 Action taken (NARA Use Only)

1

See attached sheet for

Briefings and Program Monitoring Files

Briefings and Program Monitoring Files

These files consist of records accumulated for the purposes of relaying important issues, instructions or essential information, including records related to the on-going management of programs and projects within the US-VISIT Program.

Documents include briefings; briefing books; reports concerning the status of the US-VISIT Program, projects and project schedules, topics of discussions; issue and talking points; biographies; summary and/or position papers; fact sheets; and background material relating to the implementation and management of the US-VISIT Program; and other related records.

RETENTION:

Temporary Cut off at the end of the fiscal year Destroy/delete when 7 years old or when no longer needed for business purposes, whichever is later