

Request for Records Disposition Authority

(See Instructions on reverse)

Leave Blank (NARA Use Only)

Job Number

NI-563-11-5

Date Received

7/21/11

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

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WITHDRAWN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

Date (mm/dd/yyyy)

Asst Dir , Records, Publications, and Mail Mgmt

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9 GRS or Superseded Job Citation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

Interagency and Intra-agency Agreements

Interagency and Intra-agency Agreements

These records consist of formal agreements between US-VISIT and other federal organizations, under which US-VISIT provides or receives a specified technical and/or administrative service or services.

Documents include official signed copies of the agreements/understandings, including formalized performance criteria for quantity and quality of service, definition of responsibilities, response times and volumes, charging, integrity guarantees, and non-disclosure agreements, reproduced copies thereof; amendments thereto; and all related correspondence and other materials.

RETENTION:

Temporary Destroy/delete 7 years after the termination of the agreement