

Request for Records Disposition Authority

Records Schedule Number DAA-0567-2015-0013

Schedule Status Appraiser Working Version

Agency or Establishment Immigration and Customs Enforcement

Record Group / Scheduling Group Records of the Bureau of Immigration and Customs Enforcement

Records Schedule applies to Agency-wide

Schedule Subject Detainee Records.

Internal agency concurrences will be provided No

Background Information This schedule covers records in Enforcement and Removal Operations (ERO) and the Office of Professional Responsibility (OPR).

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
11	0	11	0

GAO Approval

Outline of Records Schedule Items for DAA-0567-2015-0013

Sequence Number	
1	Detainee Sexual Abuse and Assault Files Disposition Authority Number: DAA-0567-2015-0013-0001
2	Death Review Files Disposition Authority Number: DAA-0567-2015-0013-0002
3	Detainee Telephone Rate Records Disposition Authority Number: DAA-0567-2015-0013-0003
4	Weekly Detention Service Monitor Report Disposition Authority Number: DAA-0567-2015-0013-0004
5	Alternative to Detention (ATD) Participant Tracking Records Disposition Authority Number: DAA-0567-2015-0013-0005
6	Alternative to Detention (ATD) Emergency/Incident Reports Disposition Authority Number: DAA-0567-2015-0013-0006
7	Detainee Escape Reports Disposition Authority Number: DAA-0567-2015-0013-0007
8	Detention Information Reporting Line Records Disposition Authority Number: DAA-0567-2015-0013-0008
9	Detainee Segregation Case Files Disposition Authority Number: DAA-0567-2015-0013-0009
10	Daily Detention Log Disposition Authority Number: DAA-0567-2015-0013-0010
11	Residential Detainee Locator Files Disposition Authority Number: DAA-0567-2015-0013-0011

Records Schedule Items

Sequence Number	
1	<p data-bbox="342 380 932 411">Detainee Sexual Abuse and Assault Files</p> <p data-bbox="342 432 1149 464">Disposition Authority Number DAA-0567-2015-0013-0001</p> <p data-bbox="342 485 1471 709">Records relating to sexual abuse and assault between detainees as well as by employees, contractors, or volunteers against detainees. Records include, but are not limited to statistical data on sexual assaults, information papers, case summaries, and extracts of pertinent information. At the time of scheduling this information is maintained in the Sexual Abuse and Assault Prevention and Intervention Case Management (SAAPICM) System.</p> <p data-bbox="342 730 919 762">Final Disposition Temporary</p> <p data-bbox="342 783 878 814">Item Status Pending</p> <p data-bbox="342 835 818 867">Is this item media neutral? Yes</p> <p data-bbox="342 888 805 1014">Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No</p> <p data-bbox="342 1056 659 1087">Disposition Instruction</p> <p data-bbox="342 1108 1414 1140">Cutoff Instruction Cut off at end of the fiscal year case is closed.</p> <p data-bbox="342 1161 1192 1192">Retention Period Destroy 20 year(s) after cutoff.</p> <p data-bbox="342 1234 656 1266">Additional Information</p> <p data-bbox="342 1287 951 1318">GAO Approval Not Required</p>
2	<p data-bbox="342 1360 623 1392">Death Review Files</p> <p data-bbox="342 1413 1154 1444">Disposition Authority Number DAA-0567-2015-0013-0002</p> <p data-bbox="342 1465 1511 1644">Comprehensive reports on findings from reviews of circumstances surrounding detainees deaths. The files include, but are not limited to, investigative reports, correspondence, witness statements, extracts of pertinent information, immigration records, medical records, photographs, video and voice recordings, death certificates, and autopsy reports.</p> <p data-bbox="342 1665 919 1696">Final Disposition Temporary</p> <p data-bbox="342 1717 878 1749">Item Status Pending</p> <p data-bbox="342 1770 818 1801">Is this item media neutral? Yes</p> <p data-bbox="342 1822 805 1894">Do any of the records covered by this item currently exist in No</p>

3	electronic format(s) other than e-mail and word processing?	
	Disposition Instruction	
	Cutoff Instruction	Cut off at the end of the fiscal year case is closed.
	Retention Period	Destroy 20 year(s) after cutoff.
	Additional Information	
	GAO Approval	Not Required
	Detainee Telephone Rate Records	
	Disposition Authority Number	DAA-0567-2015-0013-0003
	Records of detainee telephone rates charged at various ICE facilities, and commission payments received by facilities. Records include analysis of legal issues associate with high telephone rates and commission schemes at facilities. Analysis of Federal Communication Commission order on interstate inmate calling services, including public comments and recommendations for ICE role in enforcement.	
	Final Disposition	Temporary
Item Status	Pending	
Is this item media neutral?	Yes	
Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	No	
Disposition Instruction		
Cutoff Instruction	Cut off at end of the calendar year.	
Retention Period	Destroy 3 year(s) after cutoff.	
Additional Information		
GAO Approval	Not Required	
4	Weekly Detention Service Monitor Report	
	Disposition Authority Number	DAA-0567-2015-0013-0004
	Report derived from information received from staff on the status of each detention facility.	
	Final Disposition	Temporary
	Item Status	Pending
Is this item media neutral?	Yes	

	<p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?</p>	<p>No</p>
	<p>Disposition Instruction</p>	
	<p>Cutoff Instruction</p>	<p>Cut off at end of the calendar year.</p>
	<p>Retention Period</p>	<p>Destroy 3 year(s) after cutoff.</p>
	<p>Additional Information</p>	
	<p>GAO Approval</p>	<p>Not Required</p>
<p>5</p>	<p>Alternative to Detention (ATD) Participant Tracking Records</p>	
	<p>Disposition Authority Number</p>	<p>DAA-0567-2015-0013-0005</p>
	<p>Records documenting and tracking aliens' requirements for appearing at certain locations and/or checking in with ICE personnel who are monitoring them for ATD Program compliance. Records include, but are not limited to, GPS data points, voice tracker verification data, and cellular data.</p>	
	<p>Final Disposition</p>	<p>Temporary</p>
	<p>Item Status</p>	<p>Pending</p>
	<p>Is this item media neutral?</p>	<p>Yes</p>
	<p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?</p>	<p>No</p>
	<p>Disposition Instruction</p>	
	<p>Cutoff Instruction</p>	<p>Cut off when participant is terminated from the ATD Program.</p>
	<p>Retention Period</p>	<p>Destroy 7 year(s) after cut off</p>
	<p>Additional Information</p>	
	<p>GAO Approval</p>	<p>Not Required</p>
<p>6</p>	<p>Alternative to Detention (ATD) Emergency/Incident Reports</p>	
	<p>Disposition Authority Number</p>	<p>DAA-0567-2015-0013-0006</p>
	<p>Records documenting ATD participant incidents and violations related to program requirements. Records include, but are not limited to, reports and supporting documentation.</p>	
	<p>Final Disposition</p>	<p>Temporary</p>
	<p>Item Status</p>	<p>Pending</p>

7	Is this item media neutral?	Yes
	Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	No
	Disposition Instruction	
	Cutoff Instruction	Cut off when participant is terminated from the ATD Program.
	Retention Period	Destroy 7 year(s) after cutoff
	Additional Information	
	GAO Approval	Not Required
	Detainee Escape Reports	
	Disposition Authority Number	DAA-0567-2015-0013-0007
	Report documenting the details of detainee escapes from custody or detention facilities.	
	Final Disposition	Temporary
	Item Status	Pending
Is this item media neutral?	Yes	
Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	No	
Disposition Instruction		
Cutoff Instruction	Cut off at end of the calendar year.	
Retention Period	Destroy 7 year(s) after cutoff.	
Additional Information		
GAO Approval	Not Required	
8	Detention Information Reporting Line Records	
	Disposition Authority Number	DAA-0567-2015-0013-0008
	Communication records in any form (email, phone, etc.) and related documentation from individuals in ICE custody, the public, non-governmental organizations, faith-based organizations, academic institutions, attorneys, and advocacy groups.	
	Final Disposition	Temporary
	Item Status	Pending

9	Is this item media neutral?	Yes
	Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	No
	Disposition Instruction	
	Cutoff Instruction	Cut off at end of the calendar year.
	Retention Period	Destroy 5 year(s) after cutoff.
	Additional Information	
	GAO Approval	Not Required
	Detainee Segregation Case Files	
	Disposition Authority Number	DAA-0567-2015-0013-0009
	Case files documenting segregated detainees which includes final report summarizing case details.	
10	Final Disposition	Temporary
	Item Status	Pending
	Is this item media neutral?	Yes
	Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	No
	Disposition Instruction	
	Cutoff Instruction	Cut off when final report is produced.
	Retention Period	Destroy 3 year(s) after cutoff.
	Additional Information	
	GAO Approval	Not Required
	Daily Detention Log	
Disposition Authority Number	DAA-0567-2015-0013-0010	
Daily detention log detailing relevant information on current detainees. Log includes name, reason for detention, when detained, and other pertinent information.		
Final Disposition	Temporary	
Item Status	Pending	
Is this item media neutral?	Yes	

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Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?

No

Disposition Instruction

Cutoff Instruction

Cut off at end of the calendar year.

Retention Period

Destroy 7 year(s) after cutoff.

Additional Information

GAO Approval

Not Required

Residential Detainee Locator Files

Disposition Authority Number

DAA-0567-2015-0013-0011

Information maintained on individuals housed at an ICE facility used to identify current location and total population count for residents and staff. Includes information collected for issuance of RFID-enabled wristbands or similar location technology.

Final Disposition

Temporary

Item Status

Pending

Is this item media neutral?

Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?

No

Disposition Instruction

Cutoff Instruction

Cut off at end of the calendar year.

Retention Period

Destroy 3 year(s) after cutoff.

Additional Information

GAO Approval

Not Required

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 in this schedule are not now needed for the business of the agency or will not be needed after the retention periods specified.

Signatory Information

Date	Action	By	Title	Organization
10/26/2015	Certify	Dawn Boswell	Records Officer	OAS - Privacy and Records
11/25/2016	Return for Revision	Ashby Crowder	Archives Specialist	National Archives and Records Administration - ACRA
02/06/2017	Submit For Certification	Sara Cheeseman	Records Contractor	Office of the Assistant Secretary - Office of Information Governance and Privacy
02/13/2017	Return to Submitter	Rachel Frier	ICE Records Officer	M and A - Records Division
05/23/2017	Submit For Certification	Vanessa Ortiz	Records Management Specialist	Department of Homeland Security - Immigration and Customs Enforcement
05/23/2017	Certify	Vanessa Ortiz	Records Management Specialist	Department of Homeland Security - Immigration and Customs Enforcement

Executive Summary

Summary

Permanent Item Numbers

Federal Register Notice

Publication Date

Copies Requested 0

Comments Received 0