



U.S. Immigration
and Customs
Enforcement

SEP 23 2005

DIS 4-01 OI:MS:ID
05-CC-19203 GLM

MEMORANDUM FOR SPECIAL AGENTS IN CHARGE
ASSISTANT DIRECTOR (INTERNATIONAL AFFAIRS)
DEPUTY ASSISTANT DIRECTORS
DIRECTOR, OFFICE OF INVESTIGATIONS TRAINING

FROM : Director 
Office of Investigations

SUBJECT : Preservation of Hurricane Katrina Records

The General Counsel, Department of Homeland Security (DHS) advised us that consistent with operational needs during this response and recovery period concerning Hurricane Katrina, we are to take appropriate steps to preserve all records pertaining to our efforts concerning Hurricane Katrina.

Therefore, please preserve all paper documents regarding preparation for or response to Hurricane Katrina, including relevant correspondence, written messages or memoranda or other written materials relating to this topic.

Additionally, please preserve email messages or other electronic files or documents relating to the preparation for or response to Hurricane Katrina. Please see that employees set up email archives for their communications pertaining to Hurricane Katrina, since it is likely that those documents will be requested at some point. Attached for your information is a memorandum dated July 27, 2004, from Under Secretary (b)(6) (7)(C) regarding an "Important Reminder to Preserve Records."

Please see the attached a Document Retention Certification for each of you to sign and return via fax ((202) 616-(b)(6) (7)(C)) or email (b)(6) (7)(C)@dhs.gov to (b)(6) (7)(C), Chief, Information Disclosure Unit, Mission Support Division, Office of Investigations. The Document Retention Certification should be returned no later than close of business Tuesday, September 27, 2005. If you have any questions, please contact Ms. (b)(6) (7)(C) at (202) 616-(b)(6) (7)(C)

Attachments

Document Retention Certification
Memorandum from Under Secretary for Management (July 27, 2004)



Homeland Security

JUL 27 2004

MEMORANDUM FOR: Distribution

FROM: Janet Hale
Under Secretary for Management

RE: Important Reminder to Preserve Records

All Government employees and contractors are required by law to create and preserve records containing adequate and proper documentation of the organization, functions, policies, decisions, procedures and essential transactions of the agency. In addition, Federal regulations govern the life cycle of these records. They must be properly stored, preserved and available for retrieval, and may be disposed of only in accordance with records control schedules approved by the National Archives and Records Administration (NARA).

DHS employees are responsible for maintaining those records of continuing value (permanent), and facilitating the segregation and disposal of temporary records. All records, including electronic, should be systematically identified and appraised, with NARA-approved retention periods published in a Records Control Schedule.

The Office of the Under Secretary for Management has established the DHS Records Management (RM) program which is developing Records Management standards. This includes guidelines for what must be kept and for how long, along with instructions for preserving, storing and disposing of materials.

Specifics such as retention of classified material, and migration systems for upgrading important historic files when technologies advance will also be addressed in the RM program. **Until the Records Management program is fully developed, all DHS employees and contractors are required to retain all working files, and correspondence, paper or electronic, in an organized fashion for easy retrieval. They must not be deleted or otherwise destroyed.** If storage space for inactive paper files is needed, the Federal Records Center can provide storage space off site on a fee-for-service basis.

For further guidance see the attached Records Management Handbook. The handbook also appears on the DHS intranet under Management, Records Management, Records Management Program Directives,

(b) (7)(E)

In addition to preserving records, you should also preserve other historic artifacts which commemorate the beginning of the Department. For example, we are preserving the first flag, first seal, etc.