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Description of document: Department of Homeland Security (DHS) Summary List of transfer forms (SF-135's) documenting DHS HQ office records transferred to the National Archives, 2019-2020

Requested date: 22-October-2020

Release date: 27-April-2021

Posted date: 14-June-2022

Source of document: Freedom of Information Act Request
Privacy Office, Mail Stop 0655
Department of Homeland Security
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[DHS FOIA Public Access Portal \(PAL\)](#)

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Homeland Security

April 27, 2021

Re: **2021-HQFO-00089**

This is the electronic amended final response to your October 6, 2020, Freedom of Information Act (FOIA) request to the Department of Homeland Security (DHS) for a spreadsheet listing a summary of the transfer forms (SF-135's) documenting DHS Headquarters Office records transferred to the National Archives and Records Administration, from 2019 through 2020, for the non-classified and permanent records. This office received your request on October 22, 2020.

In responding to a FOIA request, DHS/ will search for responsive documents in its control on the date the search began. A search of the Office of the Chief Information Officer yielded one responsive excel sheet.

We are granting your request under FOIA, 5 U.S.C. § 552, and DHS FOIA regulations at 6 C.F.R. Part 5. After carefully reviewing the responsive documents, I determined that they are appropriate for public release. The documents are enclosed in their entirety; DHS has claimed no deletions or exemptions.

Provisions of FOIA allow DHS to charge for processing fees, up to \$25, unless you seek a waiver of fees. In this instance, because the cost is below the \$25 minimum, there is no charge. If you need any further assistance or would like to discuss any aspect of your request, please contact the analyst below who processed your request and refer to **2021-HQFO-00089**. You may send an e-mail to foia@hq.dhs.gov, call 202-343-1743 or toll free 1-866-431-0486, or you may contact our FOIA Public Liaison in the same manner.

Sincerely,

Maura Busch

Maura Busch
Government Information Specialist

Enclosure(s): excel sheet



Department of Homeland Security Transfers to the Federal Records Center from Fiscal Year 2019 - Fiscal Year 2020

Component	Transfer Date	Transfer Location	Transfer Number	CRN	Volume (in cubic feet)	No. of Containers	Series Description	Start Date	End Date	Restriction	Disposition Authority	Disposition Date	Location	Container Type	Security/Classification	Security Level	Disposition Code
NPPD	4/4/2019	FRC-Philadelphia	563-2019-0026	G3-FY18-342	10	10	^ G3 - CONTRACT FILES AND RELATED DOCUMENTS	2/13/2014	9/30/2016	Agency Personnel	DAA-GRS-2013-0003-0001	10/1/2022	Facility 1	Standard	Unclassified	Standard Records Enhanced Storage	Temporary
I&A	3/26/2019	FRC - WNRC (Suitland)	563-2019-0006	E1-FY18-352	3	3	^ E1 - PDUSIA GRANNIS - SCHED DAILY ACTIVITIES - CLASSIFIED TS	2/1/2016	3/16/2017	Agency Personnel	DAA-0563-2013-0005-0009	1/1/2033	Facility 1	Standard	Classified	Top Secret	Permanent
I&A	3/26/2019	FRC - WNRC (Suitland)	563-2019-0008	E1-FY18-353	9	9	^ E1 - PIOB-FOIA - ACCESS AND DISCLOSURE REQUEST FILES - CLASSIFIED TS	7/30/2015	12/17/2016	Agency Personnel	DAA-GRS-2016-0002-0001	1/1/2023	Facility 1	Standard	Classified	Top Secret	Temporary
OGC	4/12/2019	FRC - WNRC (Suitland)	563-2019-0024	A5-FY18-355	5	5	^ 00 - LITIGATION FILES	12/1/2009	9/30/2015	Agency Personnel	N1/563/08/33/11	10/1/2025	Facility 1	Standard	Unclassified	Standard Records Enhanced Storage	Temporary
OGC	4/12/2019	FRC - WNRC (Suitland)	563-2019-0025	A5-FY18-359	1	1	^ 00 - LITIGATION FILES	10/1/2014	9/30/2018	Agency Personnel	N1/563/08/33/11	10/1/2026	Facility 1	Standard	Unclassified	Standard Records Enhanced Storage	Temporary
PLCY	3/25/2019	FRC - WNRC (Suitland)	563-2019-0001	A4-FY18-361	9	9	^ A4 - BORDER AND TRANSPORTATION SECURITY (BTS) EXECUTIVE CORRESPONDENCE	5/15/2003	11/30/2005	Agency Personnel	DAA-0563-2013-0005-0003	1/1/2021	Facility 1	Standard	Unclassified	Standard Records Enhanced Storage	Permanent
PLCY	3/25/2019	FRC - WNRC (Suitland)	563-2019-0003	A4-FY18-362	2	2	^ A4 - BORDER AND TRANSPORTATION SECURITY (BTS) APPEAL OF QUESTIONNAIRE - SUBJECT FILES	2/1/2004	2/9/2006	Agency Personnel	DAA-0563-2013-0005-0011	1/1/2021	Facility 1	Standard	Unclassified	Standard Records Enhanced Storage	Permanent
PLCY	3/26/2019	FRC - WNRC (Suitland)	563-2019-0005	A4-FY18-363	4	4	^ A4 - GAO AUDIT FINDINGS AND REPORTS; BTS SUBJECT FILES	8/25/2004	6/9/2005	Agency Personnel	DAA-0563-2013-0005-0011	1/1/2021	Facility 1	Standard	Unclassified	Standard Records Enhanced Storage	Permanent
PLCY	3/27/2019	FRC - WNRC (Suitland)	563-2019-0010	A4-FY18-364	10	10	^ A4 - AS HEYMAN TRIP BOOKS 2010-2013	1/20/2010	6/28/2013	Agency Personnel	DAA-0563-2013-0005-0013	1/1/2029	Facility 1	Standard	Unclassified	Standard Records Enhanced Storage	Permanent
OGC	3/27/2019	FRC - WNRC (Suitland)	563-2019-0019	A5-FY19-368	1	1	^ A5 - BCMR CLOSED CASES 2009	1/1/2009	12/31/2009	Agency Personnel	N1/563/08/33/2	1/1/2050	Facility 1	Standard	Unclassified	Standard Records Enhanced Storage	Temporary
PLCY	3/27/2019	FRC - WNRC (Suitland)	563-2019-0012	A4-FY18-365	4	4	^ A4 - ASSISTANT SEC HEYMAN SPEECES AND TESTIMONY 09-13	1/20/2010	6/28/2013	Agency Personnel	DAA-0563-2012-0002-0010	1/1/2029	Facility 1	Standard	Unclassified	Standard Records Enhanced Storage	Permanent
PLCY	3/27/2019	FRC - WNRC (Suitland)	563-2019-0014	A4-FY18-366	4	4	^ A4 - ASST HEYMAN CHRONOLOGICAL FILES 2009-2010	3/13/2009	6/25/2010	Agency Personnel	DAA-0563-2013-0005-0003	1/1/2026	Facility 1	Standard	Unclassified	Standard Records Enhanced Storage	Permanent
PLCY	3/27/2019	FRC - WNRC (Suitland)	563-2019-0018	A4-FY18-367	34	34	^ A4 - ASSISTANT SEC HEYMAN - BRIEFING BOOKS - 2005-2014	10/1/2005	4/23/2014	Agency Personnel	DAA-0563-2013-0005-0002	1/1/2030	Facility 1	Standard	Unclassified	Standard Records Enhanced Storage	Permanent



Department of Homeland Security Transfers to the Federal Records Center from Fiscal Year 2019 - Fiscal Year 2020

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OGC	3/27/2019	FRC - WNRC (Suitland)	563-2019-0021	A5-FY18-369	12	12	^ A5 - BCMR CLOSED CASES CY 2016	1/1/2016	12/31/2016	Agency Personnel	N1/563/08/33/2	1/1/2057	Facility 1	Standard	Unclassified	Standard Records Enhanced Storage	Temporary
OGC	3/27/2019	FRC - WNRC (Suitland)	563-2019-0023	A5-FY18-370	12	12	^ A5 - BCMR CLOSED CASES CY 2017	1/1/2017	12/31/2017	Agency Personnel	N1/563/08/33/2	1/1/2058	Facility 1	Standard	Unclassified	Standard Records Enhanced Storage	Temporary
NPPD	4/24/2019	FRC - WNRC (Suitland)	563-2019-0027	G3-FY18-372	8	8	^ G3 - CONTRACT AND RELATED FILES	10/1/2014	1/31/2016	Agency Personnel	DAA-GRS-2013- 0003-0001	4/1/2022	Facility 1	Standard	Unclassified	Standard Records Enhanced Storage	Temporary
OGC	4/25/2019		563-2019-0028	A5-FY18-374	4	4	Litigation Files	11/5/2008	4/17/2019		N1-563-08-33 / 11	4/18/2029			Unclassified	Privacy Act Restricted	
ESEC	10/31/2019	FRC - WNRC (Suitland)	563-2020-0001	A1-FY19-391	32	32	^ A1 - WHITE HOUSE ACTION SUBJECT FILES 2013, 2014, 2015	1/4/2013	12/31/2015	Agency Personnel	DAA-0563-2013- 0005-0011	1/1/2031	Facility 1	Standard	Unclassified	Standard Records Enhanced Storage	Permanent
ESEC	10/31/2019	FRC - WNRC (Suitland)	563-2020-0003	A1-FY19-392	1	1	^ A1 - WHITE HOUSE INTERAGENCY 2018	1/1/2018	12/31/2018	Agency Personnel	DAA-0563-2013- 0005-0011	1/1/2034	Facility 1	Standard	Unclassified	Standard Records Enhanced Storage	Permanent
ESEC	5/9/2019	FRC - WNRC (Suitland)	563-2019-0031	A1-FY19-393	6	6	^ 00 - SECRETARY KIRSTJEN NIELSEN MEETINGS TRIP BOOKS/TRAVEL MATERIALS	12/6/2017	8/29/2018	Agency Personnel	DAA-0563-2013- 0005-0010	1/1/2034	Facility 1	Standard	Unclassified	CUI Basic - Standard Storage	Permanent
ESEC	5/9/2019	FRC - WNRC (Suitland)	563-2019-0030	A1-FY19-394	4	4	^ 00 - DEPUTY SECRETARY ELAINE DUKE AND ACTING DEPUTY SECRETARY CLAIRE GRADY TRIP BOOKS/TRAVEL MATE	8/9/2017	8/31/2018	Agency Personnel	DAA-0563-2013- 0005-0010	1/1/2034	Facility 1	Standard	Unclassified	CUI Basic - Standard Storage	Permanent
ESEC	5/9/2019	FRC - WNRC (Suitland)	563-2019-0029	A1-FY19-395	2	2	^ 00 - ACTING DEPUTY SECRETARY CLAIRE GRADY MEETINGS	9/4/2018	4/10/2019	Agency Personnel	DAA-0563-2013- 0005-0010	1/1/2036	Facility 1	Standard	Unclassified	CUI Basic - Standard Storage	Permanent
I&A	8/5/2019	FRC - WNRC (Suitland)	563-2019-0032	E1-FY19-396	2	2	^ 00 - ACTING USIA CINT COGSWELL SCHEDULE OF DAILY ACTIVITIES	3/22/2017	8/7/2017	Agency Personnel	DAA-0563-2013- 0005-0009	1/1/2033	Facility 1	Standard	Classified	Top Secret	Permanent
ESEC	10/31/2019	FRC - WNRC (Suitland)	563-2020-0005	A1-FY19-397	36	36	^ A1 - SECRETARY JANET NAPOLITANO - CITIZEN SUBJECT FILES 2013	1/1/2013	12/31/2013	Agency Personnel	DAA-0563-2013- 0005-0011	1/1/2029	Facility 1	Standard	Unclassified	Standard Records Enhanced Storage	Permanent
ESEC	10/31/2019	FRC - WNRC (Suitland)	563-2020-0007	A1-FY19-407	12	12	^ A1 - SECRETARY JANET NAPOLITANO - WHITE HOUSE SUBJECT FILES 2013	1/1/2013	12/1/2013	Agency Personnel	DAA-0563-2013- 0005-0011	1/1/2029	Facility 1	Standard	Unclassified	Standard Records Enhanced Storage	Permanent



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ESEC	10/31/2019	FRC - WNRC (Suitland)	563-2020-0009	A1-FY19-409	36	36	^ A1 - SECRETARY JEH JOHNSON - SUBJECT FILES	1/1/2014	12/1/2014	Agency Personnel	DAA-0563-2013- 0005-0011	1/1/2030	Facility 1	Standard	Unclassified	Standard Records Enhanced Storage	Permanent
ESEC	10/31/2019	FRC - WNRC (Suitland)	563-2020-0011	A1-FY19-410	12	12	^ A1 - SECRETARY JEH JOHNSON - SUBJECT FILES 2014	1/1/2014	12/31/2014	Agency Personnel	DAA-0563-2013- 0005-0011	1/1/2030	Facility 1	Standard	Unclassified	Standard Records Enhanced Storage	Permanent
ESEC	10/31/2019	FRC - WNRC (Suitland)	563-2020-0013	A1-FY19-413	39	39	^ A1 - SECRETARY JANET NAPOLITANO - CITIZEN SUBJECT FILES 2015	1/1/2015	12/31/2015	Agency Personnel	DAA-0563-2013- 0005-0011	1/1/2031	Facility 1	Standard	Unclassified	Standard Records Enhanced Storage	Permanent
ESEC	10/31/2019	FRC - WNRC (Suitland)	563-2020-0015	A1-FY19-417	2	2	^ A1 - EXECUTIVE SECRETARY DOCUMENTS	1/1/2006	1/1/2016	Agency Personnel	DAA-0563-2013- 0005-0003	1/1/2032	Facility 1	Standard	Unclassified	Standard Records Enhanced Storage	Permanent
ESEC	10/31/2019	FRC - WNRC (Suitland)	563-2020-0017	A1-FY19-419	4	4	^ A1 - SECRETARY JEH JOHNSON, DEPUTY SECRETARY ALEJANDRA MAYORKAS AND ACTING SECRETARY RUSSELL	1/1/2013	12/31/2016	Agency Personnel	DAA-0563-2013- 0005-0003	1/1/2032	Facility 1	Standard	Unclassified	Standard Records Enhanced Storage	Permanent
ESEC	10/31/2019	FRC - WNRC (Suitland)	563-2020-0019	A1-FY19-421	3	3	^ A1 - AUTHORIZATION QUESTION FOR THE RECORD	1/1/2011	12/31/2016	Agency Personnel	DAA-0563-2013- 0005-0008	1/1/2032	Facility 1	Standard	Unclassified	Standard Records Enhanced Storage	Permanent
ESEC	10/31/2019	FRC - WNRC (Suitland)	563-2020-0021	A1-FY19-423	8	8	^ A1 - SECRETARY JEH JOHNSON, DEPUTY SECRETARY ALEJANDRO MAYORKAS BRIEFING BOOK 2014	1/6/2014	12/23/2014	Agency Personnel	DAA-0563-2013- 0005-0002	1/1/2030	Facility 1	Standard	Unclassified	Standard Records Enhanced Storage	Permanent
USM	7/1/2019	FRC - WNRC (Suitland)	563-2019-0046	B1-FY19-424	12	12	B1 - 2008-2016 SUBJECT FILE	1/1/2006	12/31/2016	Agency Personnel	DAA-0563-2013- 0005-0011	1/1/2032	Facility 1	Standard	Unclassified	Standard Records Enhanced Storage	Permanent
USM	7/1/2019	FRC - WNRC (Suitland)	563-2019-0048	B1-FY19-431	6	6	^ B1 - 2010-2016 CONGRESSIONAL FILES /QFR	1/1/2010	12/31/2016	Agency Personnel	DAA-0563-2013- 0005-0008	1/1/2032	Facility 1	Standard	Unclassified	Standard Records Enhanced Storage	Permanent
ESEC	10/31/2019	FRC - WNRC (Suitland)	563-2020-0023	A1-FY19-444	1	1	A1 - SECRETARY JEH JOHNSON TELEPHONE LOG 2014	1/1/2014	12/31/2014	Agency Personnel	DAA-0563-2013- 0005-0012	1/1/2030	Facility 1	Standard	Unclassified	Standard Records Enhanced Storage	Permanent
OHA	11/19/2019	FRC - WNRC (Suitland)	563-2020-0024	H1-FY19-445	103	103	^ H1 - EXECUTIVE CORRESPONDENCE - OHA EXECUTIVE SECRETARY	1/1/2006	12/31/2017	Agency Personnel	DAA-0563-2013- 0005-0003	1/1/2033	Facility 1	Standard	Unclassified	Standard Records Enhanced Storage	Permanent