

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER <i>71-563-04-2</i>	
To NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		DATE RECEIVED <i>4-2-2003</i>	
1 FROM (Agency or establishment) Department of Homeland Security		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disposition request, including amendments, is approved except for items that may be marked Disposition not approved or withdrawn in column 10	
2 MAJOR SUBDIVISION <i>CITIZENSHIP AND IMMIGRATION SERVICES</i> Bureau of Immigration and Customs Enforcement			
3 MINOR SUBDIVISION Field Operations			
4 NAME OF PERSON WITH WHOM TO CONFER Diana L. Campbell	5 TELEPHONE (202) 514-4913	DATE <i>4-15-04</i>	ARCHIVIST OF THE UNITED STATES <i>John W. Carl</i>
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 <u>3</u> 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, <input checked="" type="checkbox"/> is not required, <input type="checkbox"/> is attached, or <input type="checkbox"/> has been requested			
DATE <i>3/28/03</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>Teola House</i>	TITLE Asst. Dir., Records Policy & Analysis Branch	
7 Item No	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	<p align="center">ENFORCEMENT OPERATIONAL RECORDS</p> <p>This system of records is primarily comprised of the Enforcement Integrated Database (EID) and is used by the Bureau of Immigration and Customs Enforcement (BICE) to aid in the</p> <ul style="list-style-type: none"> • Identification, investigation, apprehension, and/or removal of aliens unlawfully entering or present in the United States; • Facilitation of the legal entry of individuals into the United States, • Maintaining immigration control, <p><i>Agency NR DUMME DUMMA</i></p>		

- Preventing aliens from obtaining benefits to which they are entitled;
- Identifying, investigating, apprehending, and prosecuting or imposing sanctions, fines, or civil penalties against individuals or entities who are in violation of the Immigration & Nationality Act (IN&A), or other governing orders, treaties, or regulations; and
- Assisting other Federal agencies to protect national security and carry out other Federal missions.

Specific Restrictions: Highly sensitive law enforcement information.

Vital Record: Yes

Specific Legal Requirements: 8 USC § 1101, 8 USC § 1185

1. INPUTS

The EID is supported by front-textual data capture tool modules that include records from the following systems:

- **Enforcement Case Tracking System (ENFORCE)**

ENFORCE deals with the collection of data associated with arrest bookings. Data collected electronically through this module feeds the EID and is later used by other ENFORCE components. It is the primary means of inputting and extracting data for the Border Patrol. It automates the booking and business processes, thereby providing more consistent statistics and workload measurements.

- **Automated Biometric Identification System (IDENT)**

IDENT allows agents to capture and make a fingerprint identification of individuals during processing without exiting ENFORCE. In addition to capturing fingerprint data, IDENT has the capability to capture and store facial photographs and a Fingerprint Identification Number (FIN) of the subject. The individual's descriptive and demographic information is collected by ENFORCE and stored in the EID database.

- **Enforcement Removal Module (EREM)**

The EREM replaces the Deportable Alien Control System. The EREM is an automated tracking system used to support casework activities associated with individuals who are detained or placed under docket control for deportation, exclusion, or removal. It provides management with information concerning the status and/or disposition of individual cases, as well as, statistical and summary data of cases by type and status.

- **National Security Entry Exit Registration System (NSEERS)**

NSEERS is an electronic system used at BICE to track nonimmigrants from certain countries that enter the United States every year. These individuals are required to register in person with the BICE. The system allows the government to review data that will assist in locating individuals holding nonimmigrant visas; review data to assist in determining if certain individuals holding nonimmigrant visas have overstayed their visas. Data from NSEERS that is stored in the EID database is entered electronically while the individual is present.

Inputs also include information extracted from the following forms, either by scanning or data input.

FD 258 "Fingerprint Card"
 FD 259 "Criminal Alien Fingerprint Card"
 I-94 "Arrival Dcparture Record"
 I-94AB "Crewman's Landing Permit"
 I-147 "Notice of Temporary Inadmissibility"
 I-148 "Final Notice of Inadmissibility"
 I-200 "Warrant for Arrest of Alien"
 I-203 "Warrant of Removal/Deportation"
 I-205 "Warrant of Removal/Deportation"
 I-213 "Record of Deportable/Inadmissible Alien"
 I-215B "Record of Sworn Statcment in Affidavit Form"
 I-217 "Information for Travel Document or Passport"
 I-220A "Order of Release on Recognizance"
 I-246 "Application for Stay of Deportation or Removal"
 I-247 "Immigration Detainer - Notice of Action"
 I-265 "Notice to Appear, Bond, and Custody Processing Sheet"
 I-275 "Withdrawal of Application for Admission/Consular Notification"
 I-286 "Notification to Alien of Conditions of Release or Detention"
 I-294 "Warning to Alien Ordered Removed or Deported"
 I-296 "Notice to Alien Ordered Removed/Departure Notification"
 I-385 "Alien Booking Record"
 I-826 "Notice of Rights and Requests for Disposition"
 I-830 "Notice to EOIR"
 I-851 "Notice of Intent to Issue a Final Administrative Removal Order"
 I-851A "Final Administrative Removal Order Under Section 238(b) of the Immigration & Nationality Act"
 I-860 "Notice and Order of Inadmissibility"
 I-862 "Notice to Appear"
 I-863 "Notice of Referral to Immigration Judge"
 I-877 "Record of Sworn Statcment in Administrative Proceedings"

TEMPORARY.

- a. Hardcopies are placed in the individual's A-File. Destroy 75 years from the date file is retired to the Federal Records Center or 75 years from the date of last action whichever is earlier. (NCI-85-80-5/1)
- b. Electronic records (textual and biometric) will remain in database for 75 years old or when no longer needed for agency business, whichever is sooner.
- c. Fingerprint cards (FD-258 and FD 259) that are created for the purpose of entering records in the system will be stored at the processing site for 30 days after data entry and then destroyed.
- d. The Form I-877 "Record of Sworn Statement in Administrative Proccdings" and supporting documentation when used for manual registration into NSEERS will be stored at the processing site for 30 days after data entry and then destroyed. Other uses still require placement into the a-File. (See Special Note)

2. Master Files:

Types of data elements include:

- Name
- Date
- Gender
- Age
- Date of Birth
- Place of Birth
- Nationality
- Citizenship
- Addresses
- File Number
- Port of Entry
- Date of Entry
- Passport Number
- Height
- Weight
- Hair Color
- Eye Color
- Parents Names
- Parent Address
- Relatives Names
- Relatives Addresses
- Date Visa Issued

TEMPORARY. Destroy/Delete when 75 years old. If data becomes too large it will be copied onto electronic media and stored at the Department of Justice Data Center in Rockville, Maryland or Dallas, Texas

Note: DHS/BCIS agrees to maintain these records in accordance with 36 CFR 1234 §§ 30-32 for their entire 75-year retention period.

3. Outputs:

Many of the forms listed above can be generated from the EID database when needed. It also generates:

- a. G-23 “Work Measurement Reports.”

TEMPORARY. Destroy three years after fiscal year of creation (NC1-85-78-5/2)

b. Statistical Reports.

TEMPORARY. Destroy when five years old (NC1-85-78-1/2)

c. G-23 "Notice of Appearance"

TEMPORARY.

d. G-146 "Nonimmigrant Checkout Letter"

TEMPORARY. Place in individual's A-File Folder (NC1-85-80-5/1)

4. System Documentation:

User Manual.

TEMPORARY. Destroy when the system is superseded, obsolete, or no longer needed for agency business.

5. E- Mail and Word-Processing System Copies:

Electronic copies of records that are created on electronic mail and word processing systems and are used solely to generate a recordkeeping copy of the records covered by the other items in this schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for upgrading, revision, or dissemination.

- a. Copies that have no further administrative value after the recordkeeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy has been produced.

TEMPORARY. Destroy/Delete within 180 days after the recordkeeping copy has been produced.

- b. Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy.

TEMPORARY. Destroy/Delete when dissemination, revision, or updating is completed.

**** Special Note**

The Form I-877 "Record of Sworn Statement in Administrative Proceedings" (An A-File content) will be used temporarily at BICE sites that have not yet implemented the National Security Entry

Registration System (NSEERS), and as a backup procedure when NSEERS is down. The form will be completed manually at these sites and then forwarded with supporting documentation to the Biometric Support System (BSC) for input into the Enforce Integrated Database (EID). Once NSEERS has been implemented at all INS sites the form will no longer be used as part of the standard registration process for non-immigrants entering the country, except when NSEERS is down, and all information will be electronically entered into the database while the individual is present.

Privacy Act Restriction: 552a (b) (3)