

| | | | |
|---|---|--|--|
| REQUEST FOR RECORDS DISPOSITION AUTHORITY | | JOB NUMBER <i>N1-566-09-1</i> | |
| To NATIONAL ARCHIVES and RECORDS ADMINISTRATION 8601 Adelphi Road, College Park, MD 20740-6001 | | DATE RECEIVED <i>10/1/08</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 <input type="checkbox"/> disposition not approved <input type="checkbox"/> or <input type="checkbox"/> withdrawn <input type="checkbox"/> in column 10 | |
| 2 MAJOR SUBDIVISION U S Citizen and Immigration Services (USCIS) | | | |
| 3 MINOR SUBDIVISION Integrated Document Production (IDP) Branch | | | |
| 4 NAME OF PERSON WITH WHOM TO CONFER Sandra Landis, Branch Chief | 5 TELEPHONE 202-272-1545 | DATE <i>1-21-09</i> | ARCHIVIST OF THE UNITED STATES <i>Adrienne Thomas</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 _ page(s) are not needed now 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>9/30/08</i> | SIGNATURE OF AGENCY REPRESENTATIVE Tricia Canard <i>Tricia Canard</i> | TITLE USCIS Records Officer | |
| 7 Item No 1 | 8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION INTEGRATED CARD PRODUCTION SYSTEM (ICPS) Description The Integrated Card Production System (ICPS) was developed to allow USCIS to send approved applications that require an official USCIS document/card to the print facility that prints the Permanent Resident Card (PRC) (Form I-551) (commonly known as the "Green" Card), the Employment Authorization Document (EAD) (Form I-766), and the State Department B-1/B-2 Visa and Border Crossing Card (Form DSP-150) Name, date of birth, country of birth, and class of admission (refugee, etc) are used to create secure identity cards relevant to various USCIS processes Specific Restrictions: All records are protected from unauthorized access through appropriate administrative, physical, and technical safeguards The safeguards include restricting access to those with a need-to-know to perform their official duties, and using login and strong password one-way hashing encryption Vital Record No Specific Legal Requirements 8 USC | 9 GRS OR SUPERSEDED JOB CITATION | 10 ACTION TAKEN (NARA USE ONLY) |

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

a INPUTS

There is no manual input to the system ICPS receives batch input from Computer Linked Application Information Management System 3 (CLAIMS 3) CLAIMS 3 has its own retention schedule

DISPOSITION Temporary. Destroy or delete batch input file after data has been transferred to the master file and verified

GRS 20, item 2

b MASTER FILE

The system has copies of personal identifying information from CLAIMS 3 such as name, date of birth, country of birth, and class of admission (refugee, etc) The information unique to this system includes, but may not be limited to card printer id, card sending site, card production site, and card barcode id

DISPOSITION. Temporary Delete 10 years after last completed action

c OUTPUTS

The identity cards that are output are mailed to the applicable individual Daily production reports are created to assist with card secure document accountability

DISPOSITION Temporary. The identity cards that are output are mailed to the applicable individual All other outputs such as production reports can be destroyed/deleted when no longer needed for agency business

GRS 20, item 16

d SYSTEM DOCUMENTATION

User manual, record layouts, technical description of files, data dictionary, and System Development Life Cycle (SDLC) documents

DISPOSITION Temporary. Destroy when the system becomes obsolete, superseded, or no longer needed for agency business

GRS 20, item 11