

REQUEST FOR RECORDS DISPOSITION AUTHORITY		LEAVE BLANK (NARA use only)	
To NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD, COLLEGE PARK, MD 20740-6001		JOB NUMBER	<i>NI-087-09-2</i>
1 FROM (Agency or establishment) DEPARTMENT OF HOMELAND SECURITY		Date Received	<i>12/2/08</i>
2 MAJOR SUB DIVISION U.S. SECRET SERVICE		NOTIFICATION TO AGENCY	
3 MINOR SUBDIVISION CRIMINAL FILE TRACKING SYSTEM		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request, including amendments is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
4 NAME OF PERSON WITH WHOM TO CONFER Allan Twoey	5 TELEPHONE 202-406-6872	DATE <i>3/27/09</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 <u>2</u> 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 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>11/25/08</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>Dominic K... ..</i>		TITLE Chief Records Officer
7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
1	<p>The Electronic Criminal File Tracking System (CFTS) is an application used to charge out and track the physical location of a closed case file within Headquarters. The application is administered by two technicians assigned to the Investigative Support Division (ISD), who charge out closed case files for use by investigative operational divisions. When an operational division returns the closed case file to ISD, the charge-out file data is re-entered into the CFTS, and the entry is retired/deleted out of the entire system.</p> <p>System Inputs</p> <p>Major inputs consist of online keyed entries made by administrative support technicians in ISD by charging out closed criminal case file folders.</p> <p>Temporary</p> <p>Charged out data is retired/deleted when the closed case file folder is returned to the Investigative Support Division</p>	GRS 20, Item 2a(4)	

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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
2	<p>Master File</p> <p>The Criminal File Tracking System (CFTS) database is used to track closed criminal case files within Headquarters</p> <p>Temporary</p> <p>Retire/delete data when no longer needed for agency business</p>		
3.	<p>System Outputs</p> <p>Major outputs include screen captures only However, documents may be printed from the working screen</p> <p>Temporary</p> <p>Delete/destroy when no longer needed for agency business</p>	<p><i>GRS 20</i></p> <p><i>ITEM 16</i></p>	
4	<p>System Back-up</p> <p>CFTS data is backed up on tapes residing on an IBM mainframe platform. Nightly backups are performed and stored/archived to a designated server via backup tapes at Headquarters.</p> <p>Temporary</p> <p>Delete/destroy when no longer needed for agency business</p>	<p>GRS 20, Item 8b</p>	
5	<p>Vital Records</p> <p>Information is stored on an external server at the designated Continuity of Operations (COOP) site for vital records</p> <p>Temporary</p> <p>Delete/destroy when no longer needed for agency business.</p>		
6	<p>System Documentation</p> <p>Internal Users Manual, IBM Database Management System (IDMS) Manual</p> <p>Temporary</p> <p>Delete/destroy when no longer needed for agency business.</p>	<p>GRS 20, Item 11a(1)</p>	