

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b>		LEAVE BLANK (NARA use only)	
To NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD, COLLEGE PARK, MD 20740-6001		JOB NUMBER <i>NI-566-08-2</i>	
1 FROM (Agency or establishment) Department of Homeland Security		Date Received <i>2/6/08</i>	
2 MAJOR SUB DIVISION U.S. Citizenship and Immigration Services (USCIS)		NOTIFICATION TO AGENCY	
3 MINOR SUBDIVISION Office of Field Operations		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request, including amendments is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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 Hugh Jordan	5 TELEPHONE 202-272-1030	DATE <i>2/20/08</i>	ARCHIVIST OF THE UNITED STATES <i>Albin Leung</i>
6 AGENCY 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>4</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 of the GAO Manual for Guidance of Federal Agencies,		CERTIFICATION	
<input checked="" type="checkbox"/> is not required		<input type="checkbox"/> is attached, or	
		<input type="checkbox"/> has been requested	
DATE <i>2/6/08</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>Brian Fitz</i>	TITLE <i>USCIS Records Officer</i>	
7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	See attached sheets  Fingerprint Masthead Notification System (FMNS)  Aliens who have applied for benefits under the Immigration and Nationality Act (I&NA) that require a criminal history background check conducted by the Federal Bureau of Investigation (FBI) must submit to have their fingerprints taken by the U.S. Citizenship and Immigration Services (USCIS).  The Fingerprint Masthead Notification System is a workstation-based database and hardcopy system designed to collect demographic and fingerprints on the Form FD-258 "Fingerprint Card" that is used at the USCIS Application Support Centers (ASCs) and are scanned at the USCIS Service Centers (SCs) for submission to the FBI.		

*LC 2/5/08 copies sent to agency, NWMW, & NR*

**Program:** Office of Field Operations

**Applicability:** USCIS Applicant Support Centers (ASCs)

**Specific Restrictions:** Personally identifiable information and possible law enforcement sensitive information. FMNS and records contained within 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 authorization to access the system through the Office of Field Operations.

**Vital Record:** No

**Specific Legal Requirements:** 8 USC §§ 1101 et seq.

a. INPUTS

*GRS 20, ITEM 2*

**Categories of Records in the System:**

FMNS contains biographical information collected in the process of performing and reviewing background checks (i.e., the process by which USCIS vets an applicant/petitioner for any negative criminal history and verifies applicant/petitioner identity). The records in FMNS are comprised of biographical information entered by the USCIS ASC staff and the fingerprint images that are collected at the USCIS ASCs. All of this information is collected on FD-258 fingerprint cards that are then forwarded to the corresponding USCIS Service Center (SC) associated with that USCIS ASC for scanning into the applicant's electronic record on the Benefits Biometrics Support System (BBSS).

**TEMPORARY.** Delete/Destroy after the data has been transferred to the BBSS and verified. ~~(Data is not retained longer than 30 days on FMNS)~~

*ENTERED INTO THE MASTER FILE AND VERIFIED.*

**b. MASTER FILE****ENTITY**

<b>Field Name Label</b>	<b>Field Name</b>	<b>Applicable Input Values</b>	<b>Field Type</b>	<b>Character Length</b>
Last Name	Last_name	N/A	Nvarchar	50
Resident Street	Subj_street	N/A	Varchar	1
Resident City	Subj_city	N/A	Nvarchar	50
State	Subj_state	See State lookup table	Nvarchar	2
ZIP	Subj_zip	N/A	Nvarchar	5
Date of Birth	DOB	A valid date	Smalldate	4
A-Number	A_number	An option exists to pad A-numbers w/ leading zeros	Nvarchar	10
Reason for Fingerprint	Type_form	See Form Type lookup table	Nvarchar	6
SSN	SSN	N/A	Nvarchar	9
Service Center ORI	Sc_ori	See ServiceORI lookup table	Nvarchar	9
Local ORI	Local_ori	See LocalORI lookup table	Nvarchar	9
Citizenship	Citizenname	See POBCitizen lookup table	Nvarchar	255
Sex	Sex	Male or Female	Nvarchar	1
Race	Race	See Race lookup table	Nvarchar	1
Height	Height	N/A	Nvarchar	3
Weight	Weight	N/A	Nvarchar	3
Eyes	Eyes	See Eyecolor lookup table	Nvarchar	3
Hair	Hair	See Haircolor lookup table	Nvarchar	3

**TEMPORARY.** Delete/Destroy after the data has been transferred to the BBSS and verified. (Data is not retained longer than 30 days on FMNS). **AFTER 30 DAYS.**

**c. OUTPUTS:**

The hard copy output for FMNS includes:

- FD-258 masthead fingerprint cards
- Manifest

**GRS 20, ITEM 16**

- Applicant scheduling notices (for rescheduling if used)

~~TEMPORARY. Delete/Destroy after the data has been transferred to the BBSS and verified (Data is not retained longer than 30 days on FMNS).~~

~~WHEN NO LONGER NEEDED FOR AGENCY BUSINESS.~~

d. System Documentation:

*BAS 20, ITEM 11*

User Manual, Certification and Accreditation, ITLM/SDLC

~~TEMPORARY. Destroy when the system becomes obsolete, superseded, or no longer for USCIS business.~~

RETENTION/DISPOSITION

1. **FMNS**

Records are only temporarily stored in the local FMNS databases for no longer than 30 days after transfer to the USCIS SC; then deleted.

2. **FD-258 Fingerprint Cards**

The information from these cards is scanned and entered into BBSS. The cards are destroyed after transfer into BBSS and the cards are not retained longer than 30 days.

*Revisions to this schedule were made with the concurrence of the agency records officer.*

*TJC  
5/5/08*

## ATTACHMENT A

Acronym	Description
ASC	Application Support Center
ATO	Authorization To Operate
BSS	Biometric Storage System
BBSS	Benefits Biometric Support System
C&A	Certification and Accreditation
DHS	Department of Homeland Security
FBI	Federal Bureau of Investigation
FD-258	Fingerprint Card (Federal)
FMNS	Fingerprint Masthead Notification System
ITLM	Information Technology Lifecycle Management
NIST	National Institute of Standards and Technology
OFO	Office of Field Operations
ORI	Originating Identifier
SC	Service Center
SDLC	System Development Life Cycle
SSN	Social Security Number
ST&E	System Test and Evaluation
USCIS	United States Citizenship and Immigration Services