

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER <i>NT 566-08-20</i>	
To NATIONAL ARCHIVES and RECORDS ADMINISTRATION 8601 Adelphi Road, College Park, MD 20740-6001		DATE RECEIVED <i>9/4/08</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 or <input type="checkbox"/> withdrawn in column 10	
2 MAJOR SUBDIVISION U S Citizen and Immigration Services (USCIS)			
3 MINOR SUBDIVISION Office of Security and Integrity (OSI)			
4 NAME OF PERSON WITH WHOM TO CONFER Tim Badger	5 TELEPHONE 202-272-1047	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>9/4/08</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>Tricia Canard</i>	TITLE USCIS 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7 Item No	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)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.	IDENTIFICATION MANAGEMENT SYSTEM (IDMS) aka CREDENTIAL & SHIELD PRODUCTION SYSTEM (CSPS) <i>(Note Being renamed to prevent confusion with Homeland Security Presidential Directive/HPSD-12, subject Policy for a Common Identification Standard for Federal Employees and Contractors)</i> IDMS/CSPS is a web based USCIS system that provides a repository for information collected for the production and distribution of USCIS credential cards for employees (not contractors) The system collects and stores employee information and images of pictures and signatures in an Oracle database Every two weeks or as required, the Corbin Card Production Facility in Kentucky pulls new and changed records (new picture, name change, etc), generates USCIS credential cards for those employees, and mails them to the issuing office for distribution to employees Specific Restrictions: System users are approved administrators located at USCIS Headquarters, District and Field Offices, Service Centers, and overseas locations Access to the system is protected from unauthorized users through appropriate administrative, physical, and technical safeguards The safeguards include restricting access to those with a need to perform their official duties, designating user roles, using login and strong passwords, and utilizing two-way encryption of data.		

<p>Applicability Agency- wide</p> <p>Vital Record. No</p> <p>Specific Legal Requirements Homeland Security Act of 2002 codified in US Code Title 6, Homeland Security Management Directive 11010 1, and USCIS ADM 5350</p> <p>a <u>INPUTS</u></p> <p>Upon arrival at the IDMS/CSPS workstation, an employee completes a form to provide their work and personal information, such as position title, name and social security number. The completed form is used by the administrator to ensure more accurate data entry in adding or updating the employee record in the system, which is done while the employee waits. After the data entry is complete, the administrator captures the employee's picture and electronic signature.</p> <p>Disposition Temporary Destroy form after the data has been entered into the master file and verified</p> <p>b <u>MASTER FILE</u></p> <p>Data elements including name, date of birth, address, location code, social security number, position title, biometric images, and card production data</p> <p>Disposition Temporary Delete 2 years after individual is no longer employed by USCIS</p> <p>c. <u>OUTPUTS</u></p> <p>The Corbin Card Production Facility in Kentucky produces the credential cards from information in IDMS/CSPS. The system administrators can run canned reports, such as one listing employees who have been issued credential cards.</p> <p>Disposition of Credential Cards Temporary Delete 3 months after return to issuing office.</p> <p>Disposition of Reports Temporary Delete when no longer needed for Agency business</p> <p>d <u>SYSTEM DOCUMENTATION</u></p> <p>Records layouts, technical description of files, data dictionary, and System Documentation Life Cycle (SDLC) documents</p> <p>Disposition Temporary Delete when no longer needed for agency business</p>	<p>GRS 20, item 2</p> <p>GRS 11, item 4a</p> <p>GRS 20, item 16</p> <p>GRS 20, item 11</p>	
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