

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER <i>NI-566-092</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 withdrawn 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 Refugee Affairs Division			
4 NAME OF PERSON WITH WHOM TO CONFER Manpreet S Dhanjal	5 TELEPHONE 202-272-1613	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>9/18/08</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 MIGRANT INFORMATION TRACKING SYSTEM (MITS) Description: The web-based Migrant Information Tracking System (MITS) enables USCIS to track migrant information and incoming Congressional inquiries in order to be responsive to requests from concerned family members, transmitted through a member of Congress, regarding the status of a relative who may have been interdicted at sea It is the long-standing policy of the U S Government to hold in confidence the identity and status of all migrants interdicted at sea, without express written permission from the individual. The primary purpose of this policy is to avoid exposing migrants, and their close family or associates to continued or additional harm. Nevertheless, family members in the United States may be concerned about relatives who have embarked on dangerous sea voyages. Often, these relatives simply want to learn whether a family member has been rescued by the U S Coast Guard and is safe In order to alleviate these concerns, USCIS now provides migrants who have received protection screening with a release form that, if signed, allows USCIS to disclose general information regarding the migrant's status to members of Congress inquiring on behalf of a	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)

family member

Applicability: MITS is used by personnel (employees and contractors) within two USCIS Headquarters divisions: the Refugee Affairs Division and the Office of Congressional Relations

Specific Restrictions: Access to MITS 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, and utilizing data encryption.

Vital Record: No

Specific Legal Requirement: The Code of Federal Regulations, 8 CFR 208.6, covers confidentiality of asylum applicants who are in the United States. In practice, the confidentiality provisions for asylum seekers and asylees has been extended to refugee applicants and refugees. The migrant records entered into MITS are derived from information obtained during the first stage of a protection interview in the refugee context. By extension of existing confidentiality practices, the MITS records are restricted for public use unless a congressional inquiry comes from a member of Congress and the migrant has signed a release of information waiver.

a. INPUTS

The source data for MITS is the information found on the Interview Worksheets prepared by USCIS Protection Screening Officers (PSOs). Copies of the worksheets are provided to the Headquarters Refugee Affairs Division for supervisory review and data entry into MITS.

Disposition: Temporary. The original interview worksheets prepared by the USCIS PSOs may be destroyed after 30 days. Photocopies maintained by the Headquarters Refugee Affairs Division are to be kept in a temporary case file for two years and then destroyed. This retention period is similar to that of the Refugee Access Verification Unit (RAVU) system input records (schedule N1-563-04-5).

b. MASTER FILE

Data elements include but may not be limited to: name, date of birth, country of origin, city of origin, last interdiction record including date, disposition, and pre-screening officer name, and congressional inquiry and response information.

Disposition: Temporary. Delete/destroy when 20 years old. This retention period is similar to that of the RAVU system master file records (schedule N1-563-04-5).

c. OUTPUTS

~~USCIS personnel have the ability to run a series of reports available by (1) Migrant ID, (2) First Name, (3) Middle Name, (4) Last Name and (5) Date of Birth, which would contain (1) Home Country, (2) Interdiction Date, (3) Interview Date, (4) Protection Screening Officer~~

<p>and (5) Disposition Description Optionally, MITS report data can be exported into Microsoft Excel</p>		
<p>Disposition Temporary Destroy/delete when no longer needed for agency business</p>	<p>GRS 20, item 16</p>	
<p>d <u>SYSTEM DOCUMENTATION</u></p>		
<p>The following documentation exists for MITS Functional Requirements, Administrators' Manual, and User Manual</p>		
<p>Disposition: Temporary Delete/destroy when no longer needed for agency business</p>	<p>GRS 20, item 11</p>	