

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b>		JOB NUMBER <i>N1-566-10-2</i>	
To NATIONAL ARCHIVES and RECORDS ADMINISTRATION 8601 Adelphi Road, College Park, MD 20740-6001		DATE RECEIVED <i>6/1/2010</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disposition request, including amendments, is approved except for items that may be marked disposition not approved or withdrawn in column 10	
2 MAJOR SUBDIVISION U S Citizen and Immigration Services (USCIS)			
3 MINOR SUBDIVISION Office of Security & Integrity (OSI), Investigations Division			
4 NAME OF PERSON WITH WHOM TO CONFER Margaret R Gersh	5 TELEPHONE 202-233-2468	DATE <i>08/05/10</i>	ARCHIVIST OF THE UNITED STATES <i>[Signature]</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 08/05/2010	SIGNATURE OF AGENCY REPRESENTATIVE Tricia Canard <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7 Item No	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)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.	<p><b>INVESTIGATIONS DIVISION CASE MANAGEMENT SYSTEM (IDCMS)</b></p> <p><b>Description:</b> The web-based Investigations Division Case Management System (IDCMS) supports the Office of Security &amp; Integrity Investigations Division's mission of conducting and tracking investigations of non-criminal allegations of misconduct, corruption, and fraud involving any USCIS employee not subject to investigation by the Department of Homeland Security (DHS) Office of the Inspector General (OIG) It also provides search and reporting capabilities in order to comply with the OIG reporting requirements</p> <p><b>Applicability:</b> Only USCIS OSI Investigations personnel (employees and contractors) with the appropriate security clearance, necessary training, and system access authorization have access to IDCMS</p> <p><b>Specific Restrictions:</b> Access to IDCMS 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 duty and designating user roles</p> <p><b>Vital Records:</b> None</p>		

**Specific Legal Requirement:** The legal authority is Section 453(a)(1) of the Homeland Security Act of 2002, in which the Director of USCIS was given the responsibility of conducting investigations of non-criminal allegations of misconduct, corruption, and fraud involving any USCIS employee not subject to investigation by OIG

**a. INPUTS**

USCIS OSI investigations personnel manually input data from paper investigation case files and scan in supporting documentation, these inputs are considered part of the master case file and are dispositioned in accordance with paragraph b. IDCMS also receives input data from web-based forms that are filled out and submitted to the system, this data is dispositioned as follows

**Disposition:** Temporary Delete/destroy when data is entered into the master file and verified

GRS 20, Item 2

**b. MASTER CASE FILE**

Data elements include but may not be limited to the following first name, middle initial, last name, Date of Birth (DOB), last four digits of the Social Security Number (SSN), associated Alien File (A-File) number, OIG case number, office address, incidents involving employees, home addresses, home telephone number, office addresses, office telephone number, email addresses, nationality, and allegations

**Disposition:** Temporary

- (1) Delete/destroy electronic data on unsubstantiated cases when five years old  
(Note Unsubstantiated paper case files are destroyed five years after the case is closed in accordance with schedule N1-85-99-6, item 2c )
- (2) Delete/destroy electronic data on substantiated cases when ten years old  
(Note Substantiated paper case files are destroyed ten years after the case is closed in accordance with schedule N1-85-99-6, item 2b )
- (3) Delete/destroy electronic data on Congressional Interest cases when 50 years old  
(Note Congressional interest paper case files are retained permanently in accordance with schedule N1-85-99-6, item 2a Historically, there is only a small number of these every year )

**c. MASTER HISTORICAL SUMMARY FILE**

Data elements include but may not be limited to the following first name, middle initial, last name, case number(s), case date, allegation, and case status

**Disposition:** Temporary Delete/destroy when 50 years old

**d. OUTPUTS**

When a paper case file exists, a case report is to be printed and incorporated into the file, the case file is dispositioned in accordance with paragraph b. All other outputs can be destroyed/deleted when no longer needed for agency business

**Disposition:** Temporary Delete/destroy when no longer needed for agency business

GRS 20, Item 16

~~e. SYSTEM DOCUMENTATION~~

All system lifecycle documentation including system user manual

**Disposition:** Temporary Delete/destroy when no longer needed for agency business

GRS 20, Item 11