

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER N1-566-11-01	
To NATIONAL ARCHIVES and RECORDS ADMINISTRATION 8601 Adelphi Road, College Park, MD 20740-6001		DATE RECEIVED 11/9/10	
1 FROM (Agency or establishment) Department of Homeland Security (DHS)		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disposition request, including amendments, is approved except for items that may be marked disposition not approved or withdrawn in column 10	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)			
4 NAME OF PERSON WITH WHOM TO CONFER Shahid Latif	5 TELEPHONE 202-272-8914	DATE 11/9/10	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 11/9/10	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7 Item No	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)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>The USCIS GeoSpace System (GeoSpace)</p> <p>Description: GeoSpace will serve as the primary Geospatial Information System (GIS) for USCIS for capturing, managing, analyzing, and displaying all forms of geographically referenced information. GeoSpace is built in accordance with the DHS Geospatial Management Office (GMO) Geospatial Information Infrastructure (GII) with the goal of enhancing data sharing throughout USCIS and DHS.</p> <p>Applicability: Only USCIS employees and contractors with the appropriate security clearance and system access authorization have access to GeoSpace.</p> <p>Specific Restrictions: Access to GeoSpace 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>Vital Records: None</p>		

Specific Legal Requirement The legal authority for GeoSpace can be found in DHS Management Directive (MD) 4030, GeoSpace Management Office, DHS MD 007 1, Information Technology Integration and Management, Section 8201 of S 2845 The Intelligence Reform and Terrorist Prevention Act of 2004, and the DHS Undersecretary of Management (USM) Decision Memorandum (September 19, 2007)

GeoSpace includes a Significant Incident Reporting (SIR) capability in order to meet the information collecting and reporting requirements as outlined in DHS MD 252-06-001 and DHS MD 252-06 Pursuant to DHS MD 252-06, USCIS is required to meet the DHS operational reporting requirements for events that fall outside the scope of the National Response Plan (NRP) and report on these events to the appropriate DHS operational component and/or law enforcement agency

a. INPUTS

~~Users will manually input data into web-based forms~~

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

GRS 20,
Item 2a(4)

b. MASTER SIGNIFICANT INCIDENT REPORT (SIR) FILE

Records relating to investigations of facilitated apprehension, office closure, evacuation, or fire alarm, loss of services or utilities, building/physical security related incidents, information spill/mishandling, lost, stolen, or damaged government property, employee/contractor events consisting of retained copies of reports and related documents when the original reports are submitted for review and filing in other agencies or organizational elements, and reports and related papers concerning occurrences of such a minor nature that they are settled locally without referral to other organizational elements (Note This disposition also covers previous legacy based records)

Disposition: Temporary Cut-off at end of fiscal year Destroy 5 years after cut-off

c. MASTER NATIONAL SECURITY INFORMATION SECURITY VIOLATION REPORT (NSI SVR) FILE

Records relating to investigations of alleged violations of Executive orders, laws, or agency regulations for the safeguarding of national security information (Note This disposition also covers previous legacy based records)

Disposition: Temporary Cut-off at end of fiscal year in which case closed Destroy 5 years after cut-off

d. MASTER FACILITY PHYSICAL SECURITY FILE

~~Records relating to the physical security of all USCIS government owned and government leased facilities Included in the physical security files is information relating to each facility's general profile, description, construction, exterior security profile, security force, internal security profile, utilities protection and special security profile~~

~~Disposition: Temporary Destroy when 4 years old or upon discontinuance of facility, whichever is sooner~~

~~e. OUTPUTS~~

~~GeoSpace will have pre-defined and ad-hoc reporting outputs Reports can be regenerated as needed~~

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

~~f. SYSTEM DOCUMENTATION~~

~~All system lifecycle documentation including system user manual~~

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

~~g. MASTER EMERGENCY MANAGEMENT AND SAFETY FILE~~

~~Records relating to the emergency management of all USCIS government-owned and government-leased facilities Included in the emergency management files is information relating to each facility's emergency management plan and continuity of operations plan (Note This disposition also covers previous legacy based records)~~

~~Disposition: Permanent Transfer 3 years after issuance of a new plan or directive~~

GRS 18,
Items 9 and 10

GRS 20, Item 16

GRS 20,
Item 11a(1)

WITHDRAWN
per conversation
w/agency 6/30/2011
will be scheduled
later - rbt