

Request for Records Disposition Authority

Records Schedule Number DAA-0567-2015-0016
Schedule Status Approved

Agency or Establishment Immigration and Customs Enforcement
Record Group / Scheduling Group Records of the Bureau of Immigration and Customs Enforcement
Records Schedule applies to Agency-wide
Schedule Subject Fugitive Operations
Internal agency concurrences will be provided No

Background Information The primary mission of National Fugitive Operations Program (NFOP) is to reduce the fugitive alien population in the United States. The NFOP identifies, locates, and arrests fugitive aliens, aliens that have been previously removed from the United States, removable aliens who have been convicted of crimes, as well as aliens who enter the United States illegally or otherwise defy the integrity of U.S. immigration laws and border control efforts. A fugitive alien is a person who has failed to leave the United States after he or she receives a final order of removal, deportation or exclusion, or who has failed to report to ICE after receiving notice to do so. The NFOP consists of 129 ERO Fugitive Operations Teams which focus on DHS enforcement priorities and execute national and regional operations.

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
1	0	1	0

GAO Approval

Outline of Records Schedule Items for DAA-0567-2015-0016

Sequence Number	Target Folders
1	Disposition Authority Number: DAA-0567-2015-0016-0001

Records Schedule Items

Sequence Number	
1	<p data-bbox="350 421 553 453">Target Folders</p> <p data-bbox="350 474 1125 506">Disposition Authority Number DAA-0567-2015-0016-0001</p> <p data-bbox="350 527 1466 1198">A target folder contains documents compiled to further the process of locating and arresting a targeted alien. The folder includes a signed Field Operations Worksheet (FOW). The FOW is a form used to record information about the target (e.g., immigration history, criminal history, address, photo) and details about the arrest operation (equipment, clothing, team members, communications, medical providers in the area, local law enforcement contacts). Also included in the folder are results of public record database queries, online investigative searches, and mandatory database checks; employment information; and copies of select documents from the target's A-File, if applicable. Examples of documents copied from the A-File contained in the target folder include: signed form I-205 (Warrant of Deportation/Removal); Order of Removal; Board of Immigration Appeals decision(s); signed form I-200 (Warrant for Arrest of Alien); recent photographs; information about family members and known associates; fingerprint card; initial and subsequent I-213s (Record of Deportable Alien); benefit applications and forms (I-130, G-325A, I-485, etc.); form G-166C (Memorandum of Investigation); criminal search warrant; criminal arrest warrant; and miscellaneous documents (e.g., driver's license, vehicle registration, firearm registration, passport, travel documents, Social Security card, etc.).</p> <p data-bbox="350 1219 902 1251">Final Disposition Temporary</p> <p data-bbox="350 1272 837 1304">Item Status Active</p> <p data-bbox="350 1325 805 1357">Is this item media neutral? Yes</p> <p data-bbox="350 1378 805 1495">Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No</p> <p data-bbox="350 1527 654 1559">Disposition Instruction</p> <p data-bbox="350 1581 1174 1613">Cutoff Instruction Cut off at end of calendar year.</p> <p data-bbox="350 1634 1149 1666">Retention Period Destroy 3 year(s) after cutoff.</p> <p data-bbox="350 1708 654 1740">Additional Information</p> <p data-bbox="350 1761 935 1793">GAO Approval Not Required</p>

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 in this schedule are not now needed for the business of the agency or will not be needed after the retention periods specified.

Signatory Information

Date	Action	By	Title	Organization
10/26/2015	Certify	Dawn Boswell	Records Officer	OAS - Privacy and Records
11/28/2016	Return for Revision	Jeremy Schmidt	Archives Specialist	National Archives and Records Administration - ACRA Appraisal Team 1
02/02/2017	Submit For Certification	Sara Cheeseman	Records Contractor	Office of the Assistant Secretary - Office of Information Governance and Privacy
02/13/2017	Certify	Rachel Frier	ICE Records Officer	M and A - Records Division
02/22/2017	Return for Revision	Jeremy Schmidt	Archives Specialist	National Archives and Records Administration - ACRA Appraisal Team 1
02/22/2017	Submit For Certification	Sara Cheeseman	Records Contractor	Office of the Assistant Secretary - Office of Information Governance and Privacy
02/22/2017	Certify	Rachel Frier	ICE Records Officer	M and A - Records Division
05/24/2017	Submit for Concurrence	Jeremy Schmidt	Archives Specialist	National Archives and Records Administration - ACRA Appraisal Team 1
05/30/2017	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
05/30/2017	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program

				- ACNR Records Management Services
05/31/2017	Approve	David Ferrero	Archivist of the United States	Office of the Archivist - Office of the Archivist