

Request for Records Disposition Authority

Records Schedule Number **DAA-0567-2017-0004**
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 **Electronic Travel Documents (eTD) System Records**
Internal agency concurrences will be provided **No**

Background Information **The Electronic Travel Document (eTD) system provides ICE Enforcement and Removal Operations (ERO) and foreign consular officials with a web-enabled capability to coordinate electronic travel documents generated and submitted by the ERO Case Management Unit (CMU). eTD facilitates the creation, submission, and review of travel documents necessary to facilitate removal of aliens from the United States, as well as electronically certify the travel document or deny the request. ICE agents use eTD to compile travel document request packages comprised of supporting documentation for removal, consular users use the system to review and issue (or approve the issuance of) travel documents, and headquarters users use the system for reporting and context.**

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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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-0567-2017-0004

Sequence Number	
1	Master File Data Disposition Authority Number: DAA-0567-2017-0004-0001

Records Schedule Items

Sequence Number	
1	<p>Master File Data</p> <p>Disposition Authority Number DAA-0567-2017-0004-0001</p> <p>eTD maintains alien information such as: name, alien number (A-number), travel document (serves as a temporary passport that allows the alien to return to his or her country or a third country), biometric information such as photos and fingerprints, addresses, physical description, passport number, driver's license number, detention location, marriage license, national identification cards, military records, and birth/baptismal certificates. Additionally, the system maintains information from the alien's family (spouse, partner, relatives, parents, etc.), such as name, addresses, date and place of birth, nationality, citizenship, date and place of marriage to alien, and ages of children (if any).</p> <p>Final Disposition Temporary</p> <p>Item Status Active</p> <p>Is this item media neutral? No</p> <p>Explanation of limitation Information is Electronic.</p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes</p> <p>Do any of the records covered by this item exist as structured electronic data? No</p> <p>Disposition Instruction</p> <p>Retention Period Destroy 20 year(s) after issuance of travel document or denial letter.</p> <p>Additional Information</p> <p>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
02/06/2017	Certify	Rachel Frier	ICE Records Officer	M and A - Records Division
03/15/2017	Return for Revision	Ashby Crowder	Archives Specialist	National Archives and Records Administration - ACRA
08/11/2017	Submit For Certification	Vanessa Ortiz	Records Management Specialist	Department of Homeland Security - Immigration and Customs Enforcement
08/11/2017	Certify	Vanessa Ortiz	Records Management Specialist	Department of Homeland Security - Immigration and Customs Enforcement
10/26/2017	Submit for Concurrence	Ashby Crowder	Archives Specialist	National Archives and Records Administration - ACRA
10/27/2017	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
10/27/2017	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
10/30/2017	Approve	David Ferrero	Archivist of the United States	Office of the Archivist - Office of the Archivist