

Request for Records Disposition Authority

Records Schedule Number DAA-0567-2017-0007
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 Secure Communities Relationship Management System (RMS)/
SalesForce Records
Internal agency concurrences will be provided No

Background Information

The goal of the Immigration and Customs Enforcement (ICE), Enforcement and Removal Operations (ERO), Secure Communities (SC) Program was to more effectively identify and facilitate the removal of criminal aliens from the United States through the use of technology to coordinate and share information with state and local law enforcement agencies. A key component of SC was the nationwide deployment of biometric Interoperability, supported by the Federal Bureau of Investigation (FBI) Criminal Justice Information Services (CJIS) Division and the DHS United States Visitor and Immigrant Status Indicator Technology (US-VISIT) Program. To help monitor Interoperability deployment and SC stakeholder interactions, SC implemented the Relationship Management System (RMS).

RMS was a cloud-based commercial-off-the-shelf (COTS) application that was delivered through a web browser. RMS was intended to (1) store contact information for internal DHS stakeholders and external stakeholders [e.g., state and local law enforcement agencies, Congress, state government officials, the media, non-governmental organizations (NGOs)]; (2) coordinate SC messaging and communications with stakeholders using an email system integrated into RMS; (3) capture SC-related information about articles published by the media, NGOs, Congress, etc.; and (4) monitor the deployment status of biometric interoperability to other law enforcement jurisdictions.

A February-March 2011 production pilot of RMS determined that the system was not efficient for deploying SC. The system was retired and archived to a CD in 2012, and it was not replaced by a new system.

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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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-0567-2017-0007

Sequence Number

1

Master File Data

Disposition Authority Number: DAA-0567-2017-0007-0001

Records Schedule Items

Sequence Number	
1	<p>Master File Data</p> <p>Disposition Authority Number DAA-0567-2017-0007-0001</p> <p>RMS collected and maintained general contact information of internal and external stakeholders. This information included: name, agency/organization name, mailing addresses, phone numbers, email addresses, and business affiliations. RMS also maintained notes/summaries of SC-related communications and interactions with stakeholders. Additionally, RMS maintained information related to articles published by the media, NGOs, Congress, etc. about SC. This information included: brief description of article, article headline, data, and type (e.g., news, press releases, etc.), and article URL.</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? Yes</p> <p>Disposition Instruction</p> <p>Cutoff Instruction Cut off at the end of the calendar year data are received.</p> <p>Retention Period Destroy 3 year(s) after cut off.</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
02/22/2017	Certify	Rachel Frier	ICE Records Officer	M and A - Records Division
05/25/2017	Submit for Concurrency	Ashby Crowder	Archives Specialist	National Archives and Records Administration - ACRA
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 Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist