

Request for Records Disposition Authority (See Instructions on reverse)		Leave Blank (NARA use only)	
To National Archives and Records Administration (NARA) 8601 Adelphi Road, College Park, MD 20740-6001		Job Number	NI-567-09-2
1 From (Agency or establishment) Immigration and Customs Enforcement (ICE)		Date Received	5/21/09
2 Major Subdivision Federal Protection Service (FPS)		Notification to Agency In accordance with the provisions of 44 USC 3303a, the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
3 Minor Subdivision			
4 Name of Person with whom to confer Joseph M Gerhart	5 Telephone (include area code) 202-732-6337	Date 11-9-09	Archivist of the United States <i>Adrienne Thomas</i>
6 Agency Certification I hereby certify that I am authorized to act for this agency in the matters pertaining to the disposition of its records and that the records proposed for disposal on the attached <u>1</u> page(s) are not needed 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			
Signature of Agency Representative <i>Joseph M Gerhart</i>		Title Chief, Records Management Branch	Date (mm/dd/yyyy) 04/30/2009
7 Item Number	8 Description of Item and Proposed disposition	9 GRS OR Superseded Job Citation	10 Action taken (NARA Use Only)
1	See attached sheet(s) for Academy Class Management System (ACMS) Note: *System Inputs to be covered by GRS 20 *System Outputs to be covered by GRS 20		

U.S. Department of Homeland Security
Headquarters Systems Schedules

Immigration and Customs Enforcement (ICE)

Academy Class Management System (ACMS)

NARA # NI-567-09-2

Academy Class Management System (ACMS) is a web based application that supports and processes student training data of U S Immigration and Customs Enforcement (ICE), ICE/Federal Protection Service (FPS), Citizenship and Immigration Services (CIS) organizations and Federal Law Enforcement Training Center (FLECTC) and Customs and Border Patrol (CBP) components of DHS interface with the application

ACMS system provides automation support in the class management areas of planning, organizing, monitoring, controlling, evaluating, and reporting More specifically, the enterprise software is used for scheduling and activation of academy sessions, field observation reporting, registration of trainees, creation of student sections, establishment of groups, assignment of instructors, processing of test and quiz grades, tracking of physical skills training (firearms, drivers training, physical tactics, fitness etc) as well as practical exercises, monitoring of trainee progress, electronic generation of documents/forms/letters/management reports, and for producing a wide range of information needed to manage the Academy's classes

①

Input:

~~Student Biographical Data is collected on ScanTron Biographical
Questionnaires and physically Scanned into the ACMS~~

~~**Disposition (Media Neutral):** GRS ²⁰ 04, Item ^{2a(4)} 20a(4)
Temporary Delete when data has been entered into the
master file or database and verified, or when no longer
required to support reconstruction of, or serve as a backup to a
master file or database, whichever is later~~

②

Master File / Data:

The ACMS database contains information, which is identified as Sensitive but Unclassified (SBU) Law Enforcement training information

- Student Names
- Gender
- National Origin
- Social Security Numbers
- Salary Grade/Step
- Entered on Duty Date
- Scheduling

Disposition:

- a Records of Students Completing Training
Temporary Cutoff at end of calendar year training course completed Destroy 40 years after cutoff
- b Records of Students That Do Not Complete Training
Temporary Cutoff at end of calendar year of training course Destroy 3 years after cutoff

U.S. Department of Homeland Security
Headquarters Systems Schedules

Immigration and Customs Enforcement (ICE)

NARA job# NI-567-09-2

Trainee Registration
Training and Exercises
Test Grades
Student Progress and Evaluations
Conduct/Efficiency Reports

③ **Output:**

Class management support reports
Monitoring
Evaluations
Schedules
Academy Session Activation
Field Observation
Trainee Registration
Student Assignments
Student Tests and Quiz Grades
Student Physical Skills Training
Trainee Progress

Disposition (Media Neutral):

Temporary Delete when the agency determines that they are no longer needed for administrative, legal, audit or other operational purposes