

Request for Records Disposition Authority (See Instructions on reverse)		Leave Blank (NARA use only)	
		Job Number	NI-567-10-1
To National Archives and Records Administration (NARA) 8601 Adelphi Road, College Park, MD 20740-6001		Date Received	11/19/09
1 From (Agency or establishment) Department OF Homeland Security	<b>Notification to Agency</b> 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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10		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 Immigration and Customs Enforcement (ICE)			
3 Minor Subdivision Office of Intelligence (INTEL)			
4 Name of Person with whom to confer Joseph M Gerhart	5 Telephone (include area code) 202-732-6337	Date 9 NOV 10	Archivist of the United States 
<b>6 Agency Certification</b> 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 _____ 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 type="checkbox"/> is not required, <input type="checkbox"/> is attached, or <input type="checkbox"/> has been requested			
Signature of Agency Representative 		Title Chief, Records Management Branch	Date (mm/dd/yyyy) 11/16/2009
7 Item Number	8 Description of Item and Proposed disposition	9 GRS OR Superseded Job Citation	10 Action taken (NARA Use Only)
	See attached sheet(s) for  <b>U.S. Immigration and Customs Enforcement (ICE), Office of Intelligence (INTEL), Intelligence Document Exploitation (IDOCX)</b>		

**U.S. Department of Homeland Security  
Headquarters Systems Schedules**

**Immigration and Customs Enforcement (ICE)**

**N1-567-10-01**

**Intelligence Document Exploitation (IDOCX)**

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Intelligence Document Exploitation (IDOCX) is a system developed for U S Immigration and Customs Enforcement (ICE), Office of Intelligence (INTEL) IDOCX is ICE's intelligence gathering and management tool, designed to facilitate all levels of document collection and analysis In order for ICE agents to efficiently carry out their job responsibilities, they must organize and analyze this information in an expedited manner In the past, ICE agents and analysts would manually review and translate documents to gather information This manual processing of documents requires a large amount of time and effort IDOCX was developed for ICE INTEL to create a more efficient document analysis system By automating the processes associated with information collection, analysis, and dissemination ICE not only increases the speed and efficiency of the process, but also frees up vital manpower

IDOCX contains tools that support (1) the scanning of paper documents into electronic form and the importation of electronic documents, (2) the cataloging, analysis and extraction of data from those documents, (3) the creation of an indexed database of related documents for an investigation or project, (4) and the translation of records in a foreign language into English In addition to its law enforcement use, IDOCX may also be used for non-law enforcement purposes within ICE in support of administrative or programmatic projects that seek to "digitize" large amounts of paper records (e g , digitization of employee training certificates) On occasion, ICE also uses IDOCX to support digitization projects at the request of other DHS components and offices

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**1. Intelligence Document Exploitation (IDOCX)**

**A. Master File/Data**

**( 1 ) General Information**

The type of information that is maintained within IDOCX varies due to the wide range of investigations undertaken IDOCX supports any type of investigation or project undertaken by ICE INTEL and therefore maintains any documents relevant to those activities The various types of origin documents that are scanned into IDOCX in order to capture (digitize) and maintain relevant information from are

- Identification Documents (Passports, ID Cards, and Drivers Licenses)
- Biometric Information (Photographs and Fingerprints)
- Employer Documents (Work Schedules, Billing Documents, Waybills)

**Disposition:**

a Law Enforcement Data  
TEMPORARY Cutoff at the end of fiscal year case closes  
Destroy/delete three (3) years after cutoff

b Non Law-Enforcement Data  
TEMPORARY Cutoff at the end of fiscal year scanned  
Destroy/delete one (1) year after cutoff

**U.S. Department of Homeland Security  
Headquarters Systems Schedules**

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**Immigration and Customs Enforcement (ICE)**

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- Employee Documents (Employment Authorization Cards and Payment Receipts)
- Legal Documents (Criminal Records and Court Documents)
- Miscellaneous (Letters and Receipts)

IDOCX also creates various associated files for every document that is scanned or imported into the system. These files are

(1) **OCR File** This is a text file created by the OCR Tool which displays the OCR-generated text in the same format as the original document. For instance, if an original document consisted of four paragraphs, the OCR text file will mirror the structure and format of that document, and include four paragraphs.

(2) **Extracted Text File (ET)** After the OCR process is complete, the IDOCX system creates an ET file. This text file contains all the text from the OCR text file, but will not have any formatting to allow for more streamlined text searching. The ET file allows IFS and other analysis tools to search the content of the document.

(3) **Machine Translation (MT) File** When a machine translation is performed on a foreign-language document using the Machine Translation Tool, IDOCX creates a separate MT file that is associated with the primary document and includes the English translation. The MT file is created only when an IDOCX system administrator nominates a document for Machine Translation.

(4) **Human Translation (HT) File** In the event a human translator is engaged to translate a document, the HT file will be used to retain the translation. The HT file can also be used to retain a translation of handwritten documents that the OCR tool is unable to process. For every document in IDOCX, even those that are in English and do not require translation, the system creates a Human Translation (HT) file that is associated with the primary document in the system.

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(5) XML File Following the OCR and Extracted Text processes, IDOCX also creates an XML file that contains a document's metadata. Metadata can best be described as information about the document. For example, if a set of documents relate to a human smuggling case, the IDOCX system administrator may tag these documents as 'human smuggling'. This tag would show in the XML file. If a user in IFS were searching for documents relating to human smuggling, the XML files containing these tags would aid in search capabilities.