

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-567-10-6
1 From (Agency or establishment) Immigration and Customs Enforcement (ICE)		Date Received	2/23/2010
2 Major Subdivision Detention and Removal Operations (DRO)	Notification to Agency 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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10		
3 Minor Subdivision			
4 Name of Person with whom to confer Joseph M Gerhart	5 Telephone (include area code) 202-732-6337	Date	Archivist of the United States Feb 10 [Signature]
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>3</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 [Signature]		Title Chief, Records Management Branch	Date (mm/dd/yyyy) 02/22/2010
7 Item Number	8 Description of Item and Proposed disposition	9 GRS OR Superseded Job Citation	10 Action taken (NARA Use Only)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 Fugitive Case Management System (FCMS) Note: *System Inputs covered by GRS 20		

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

Immigration and Customs Enforcement (ICE)

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Fugitive Case Management System (FCMS)

The Fugitive Case Management System (FCMS) is a case management database owned by U S Immigration and Customs Enforcement (ICE), Enforcement and Removal Operations (ERO), Fugitive Operations Support Center (FOSC), that processes, tracks, and stores information about aliens who fail to leave the United States after receiving a final order of removal, deportation or exclusion, or who failed to report to ICE after receiving notice to do so (i e , fugitive aliens) FCMS supports the ICE National Fugitive Operations Program, which is intended to locate, arrest, and remove fugitive aliens from the United States

FCMS is also used to identify, track, and manage "leads" (i e , tips or other information) that may help locate fugitive aliens These leads may consist of new information (such as new addresses) gathered from public or government records, or information from Federal and state correctional facilities that may locate a fugitive alien now in jail or prison

1. Fugitive Case Management System (FCMS)

A. Master File/Data

(1) Fugitive Alien Case Data

Information relating to fugitive alien investigations, to include

Fugitive Alien Data

- Biographical Name, aliases, place and date of birth, Social Security number (SSN), Alien Number (A-Number), sex, gang affiliations (if any) and possible U S addresses
- Immigration Case History Date of last known U S entry, place of last U S entry, removal charges, entry class, prior DHS apprehension date(s), removal case category, docket case office, Treasury Enforcement Communications System (TECS) Number (if any), and ICE custody date
- Criminal History FBI number, Fingerprint Identification Number (FIN), mug shots, State Identification (SID) number, summary of conviction(s), and conviction date(s)

Activity (Officer) Data

Activity (Officer) information, to include type of action (e g , arrest, surveillance, etc), name, title, and field office of the

Disposition:

a Aliens Arrested and Removed

TEMPORARY Cutoff at end of fiscal year alien is arrested and removed from the United States Destroy/delete ten (10) years after cutoff

b Aliens NOT Arrested and Removed that have a Criminal History

TEMPORARY Cutoff at end of fiscal year of creation of record Destroy/delete seventy-five (75) years after cutoff

c Aliens NOT Arrested and Removed that do not have a Criminal History

TEMPORARY Destroy/delete when alien reaches eighty (80) years old

d Fugitive Aliens that have Obtained Legal Status

TEMPORARY Cutoff at end of fiscal year of establishment of legal status Destroy/delete ten (10) years after cutoff

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officer, action location, operation name (if any), address of location where and date when a fugitive or illegal alien is arrested, any notes that the officer inputs regarding the case (e.g., checks run, addresses checked, etc.)

Lead Data

Lead information, includes lead number, information about the source of the lead (agency, officer name, etc.), ERO Field Office point of contact and other information on referral of the lead to the field, and lead notes, which vary but generally contain information concerning possible addresses for the fugitive alien and systems checks performed by ERO Officers

(2) Non-Fugitive Alien Data

Non-fugitive alien information, concerning non-fugitive illegal aliens arrested during Fugitive Operation Team activities. This information is limited to the A-Number and date and location of the arrest. The information is only collected as a statistical record of the arrest of an illegal alien who is a non-fugitive at the time of arrest and not to track the immigration history of the alien. The non-fugitive alien information is not updated to reflect a change in immigration status, i.e., change from non-fugitive alien to fugitive alien or from non-fugitive alien to a U.S. citizen. Any change of immigration status is reflected in other immigration-related systems.

Disposition:

TEMPORARY Cutoff at end of fiscal year alien is arrested and/or removed from the United States. Destroy/delete ten (10) years after cutoff.

(3) ERO User Information

FCMS also maintains a limited amount of information about ERO users, such as names, position titles, geographical work location and office telephone numbers.

Disposition:

TEMPORARY Cutoff at end of fiscal year of separation of employee. Destroy/delete three (3) years after cutoff.

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C. Output

(1) Reports

• **Leads Reports**

Leads Reports provide the number of total leads, the number of leads closed, and the percentage of leads closed for every field office during a designated period of time

• **Total Fugitive and Non-Fugitive Enforcement Activity Reports**

Total Fugitive and Non-Fugitive Enforcement Activity Reports provide the number of fugitive (criminal and non-criminal) and non-fugitive (criminal and non-criminal) arrests and the number of fugitive and non-fugitive removals for each Field Office during a designated time period

Disposition (Media Neutral):

TEMPORARY Cutoff at end of fiscal year report is created
Destroy/delete no earlier than one (1) year after cutoff and no later than ten (10) years after cutoff