## Request for Records Disposition Authority

(See Instructions on reverse)

<table>
<thead>
<tr>
<th>Item Number</th>
<th>Description of Item and Proposed disposition</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>See attached sheets for:</td>
</tr>
<tr>
<td></td>
<td>U.S. Immigration and Customs Enforcement,</td>
</tr>
<tr>
<td></td>
<td>Office of Investigations,</td>
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<tr>
<td></td>
<td>ICE Gangs System</td>
</tr>
</tbody>
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**To** National Archives and Records Administration (NIR)
8601 Adelphi Road, College Park, Maryland 20740-6001

**1. From** (Agency or establishment)
Department of Homeland Security (DHS)

**2. Major Subdivision**
Immigration and Customs Enforcement (ICE)

**3. Minor Subdivision**
Office of Investigations (O1)

**4. Name of Person with whom to confer**
Joseph M. Gerhart

**5. Telephone (include area code)**
(202) 732-6337

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**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 ____3____ 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, is not required, is attached, or has been requested.

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**Signature of Agency Representative**

Joseph M. Gerhart

**Title**

Chief, Records Management Branch

**Date (mm/dd/yyyy)**

1/23/2015

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**Leave Blank (NARA use only)**

**Job Number** N1-567-10-7

**Date Received** 2/23/2015

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**NARA**

**Use Only**

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**Standard Form 115 (REV 3-91)**

**NSN 7540-00-634-4084**

Previous Edition not Usable

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Prescribed by NARA 36 CFR 1228
ICEGangs

ICEGangs is a web-based system utilized by the U.S. Immigration and Customs Enforcement (ICE) National Gang Unit to record, track, and analyze information on gangs, gang activities, and suspected or confirmed gang members, and their associates.

Gangs are defined as a formal or informal group, club, organization or association, of three (3) or more persons, that has as one of its purposes the commission of criminal activity in the United States or outside of the United States, committed two (2) or more criminal acts on separate or distinct occasions, and the members of which may share a common identifying sign, symbol or name.

ICEGangs allows law enforcement officials to:

- Search for information on gang members, gangs, and commonly used gang symbols and tattoos.
- Enter new gang members into the database.
- Add or modify existing information on suspected and/or confirmed gang members/gangs.
- Create link diagrams to analyze the relationships between gang members/gangs.
- View statistical reports on gang activity.
- View reports on gang activity.

1. ICEGangs

A. Master File/Data

(1) Subject Information

ICEGangs maintains the following data related to subjects:

- Name
- Aliases
- Gender
- Race/Ethnicity
- Nationality
- Place of Birth
- Immigration Status
- Employment Status
- School Affiliation
- Gang Affiliation

Disposition:

TEMPORARY Cutoff at end of calendar year of last activity
Destroy/delete five (5) years after cutoff.
U.S. Department of Homeland Security  
Headquarters Systems Schedules  
Immigration and Customs Enforcement (ICE)  

- Physical Description  
- Address  
- Government Issued Identification Numbers  
- Photographs  
- Identities of Gang Associates  
- Field Interview Notes  
- Record of Arrests  
- Probation Status  
- Vehicles Owned or Used  

(2) General Gang Related Information  
ICEGang maintains general information on gangs, which is kept in the system as long as the gang organization meets the criteria for a gang (see System Description)  

Disposition:  
TEMPORARY  Cutoff at end of calendar year organization no longer meets the criteria for a gang  Destroy/delete five (5) years after cutoff, or when no longer needed for reference or business needs, whichever is later  

C. Output  

(1) Ad Hoc Reports  
Data can be queried on an Ad Hoc basis to create various types of reports that are exported to an Excel spreadsheet by system administrators and Security Control Officers (SCO's). These reports can include gang rosters or statistical reports on demographics, and link analysis reports that identify commonalities between records in ICEGangs based on user-defined queries and criteria.  

Disposition (Media Neutral):  
GE20, Item 16  
TEMPORARY  Destroy/delete no later than when five (5) years old  Earlier disposal is authorized if no longer needed for business purposes  

*NOTE: While GRS 20, Item 16 authorizes Federal agencies to destroy records created on an ad-hoc basis when the agency determines that they are no longer needed for administrative, legal, audit, or other operational purposes, 28 CFR 23.20(h) requires that agencies observe a maximum five (5) year retention period for information that is a part of a criminal intelligence system.  

ICEGangs - attachment to SF 115  
Friday, July 23, 2010  
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(2) Photographic-Lineups

The ICEGangs “Photo-Line-up” Tool is used to produce a series of photos of subjects that are identified by a user-defined query. These photos are arranged as a photo line-up that is printed and shown to witnesses and victims to help identify suspected gang members or associates.

Disposition (Media Neutral): GRS 20, Item 16

TEMPORARY—Destroy/delete no later than when five (5) years old. Earlier disposal is authorized if no longer needed for business purposes.

*NOTE—While GRS 20, Item 16 authorizes Federal agencies to destroy records created on an ad-hoc basis when the agency determines that they are no longer needed for administrative, legal, audit, or other operational purposes; 28 CFR 23.20(h) requires that agencies observe a maximum five (5) year retention period for information that is a part of a criminal intelligence system.