

Request for Records Disposition Authority (See Instructions on reverse)		Leave Blank (NARA use only)	
To National Archives and Records Administration (NIR) 8601 Adelphi Road, College Park, Maryland 20740-6001		Job Number	11-567-10-7
1 From (Agency or establishment) Department of Homeland Security (DHS)		Date Received	2/23/2010
2 Major Subdivision Immigration and Customs Enforcement (ICE)		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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 Office of Investigations (OI)			
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 22 NOV 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 Joseph M Gerhart		Title Chief, Records Management Branch	Date (mm/dd/yyyy) 11/25/2009
7 Item Number	8 Description of Item and Proposed disposition	9 GRS OR Superseded Job Citation	10 Action taken (NARA Use Only)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 sheets for U.S. Immigration and Customs Enforcement, Office of Investigations, ICE Gangs System		

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

Immigration and Customs Enforcement (ICE)

N1-567-10-07

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
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Immigration and Customs Enforcement (ICE)

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- 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 (SGO'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): 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

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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.