

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, MD 20740-6001		Job Number	N1-567-10-8
1 From (Agency or establishment) Immigration and Customs Enforcement (ICE)		Date Received	2/23/2010
2 Major Subdivision Office of Acquisition Management	<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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10		
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
6 Agency Certification		14 DEC 10 [Signature]	
<p>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,</p> <p><input checked="" type="checkbox"/> is not required,      <input type="checkbox"/> is attached, or      <input type="checkbox"/> has been requested</p>			
Signature of Agency Representative Joseph M. Gerhart		Title Chief, Records Management Branch	Date (mm/dd/yyyy) 12/30/2009
Item Number	8 Description of Item and Proposed disposition	9 GRS OR Superseded Job Citation	10 Action taken (NARA Use Only)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  <b>Suspension and Debarment Case Management System (SDCMS)</b>		

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

**Immigration and Customs Enforcement (ICE)**

**N1-567-10-08**

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**Suspension and Debarment Case Management System (SDCMS)**

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The Suspension and Debarment Case Management System (SDCMS) is a secure, web-based workflow management system maintained by the Office of Acquisition Management (OAQ), Suspension and Debarment Division (SD) of the U S Immigration and Customs Enforcement (ICE) that manages ICE's suspension and debarment process. The purpose of SDCMS is to provide an automated mechanism for managing and reporting on all suspension and debarment activities from receipt of referral through the expiration date of the suspension or debarment period.

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**1. Suspension and Debarment Case Management System (SDCMS)**

**A. Master File/Data**

**( 1 ) Case Information**

Information pertaining to the case and the respondent is stored in the system in order to automate the review and fact checking process in a suspension or debarment case. Some information may be maintained in paper form for back-up purposes. This data can include

- Suspension and Debarment Case Number
- Respondent (Company or Individual) Name
- Respondent Address
- DUNS Number
- Business Size
- Procurement related
- NIF related
- Status of Case
- Expiration date for Suspension, Debarment or Administrative Compliance Agreement
- Location (ICE Program or Respondent)
- Suspension and Debarment Point of Contact
- Suspension and Debarment Client Point of Contact
- Suspension and Debarment Client Division
- Cause & Treatment Code
- Lead Agency
- Notice of Intent to Fine

**Disposition:**

TEMPORARY Destroy/delete six (6) years and three (3) months after decision on an Action Referral Memorandum is "no action", or the case is resolved (final decision is "no action", "to be responsible", or a Administrative Compliance Agreement is executed), or period of "exclusion" (i.e. suspension or debarment) expires

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- Settlement Agreement
- Final Order
- Dun & Bradstreet Report
- Action Referral Memorandum
- Debarment Period Memorandum

**B. Input**

**( 1 ) Referrals and Supporting Documentation**

Suspension and debarment referrals provide general Respondent information that is used to create a case in SDCMS. For companies, information collected includes the company name, mailing address, DUNS number, whether they are a small business or not, cause and treatment code(s) and a copy of the Dun & Bradstreet report, if available. For individuals, information collected includes the individual's name, mailing address and cause and treatment code(s).

Generally referrals are received with various supporting legal documentation pertaining to the respondents who are referred for suspension or debarment which could include indictments, plea agreements, Judgments, Notices of Intent to Fine, Final Orders and Settlement Agreements. Documentation which is customarily gathered by the ICE Suspension/Debarment Analyst during research could include a Dun & Bradstreet Report, corporate entity search results from state websites or a LexisNexis Report. Other supporting documentation could include any documentation provided by the Respondent when presenting matters in opposition to the suspension or proposed debarment action.

**Disposition (Media Neutral):**

TEMPORARY Destroy/delete six (6) years and three (3) months after decision on an Action Referral Memorandum is "no action", or the case is resolved (final decision is "no action", "to be responsible", or a Administrative Compliance Agreement is executed), or period of "exclusion" (i.e. suspension or debarment) expires

**C. Output**

**~~(1) Reports~~**

~~Standard reports are generated for statistical and performance-based purposes based on the information in the system.~~

**Disposition (Media Neutral):**

~~TEMPORARY Destroy/delete six (6) years and three (3)~~

*GES 20 Item 6*

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~~months after decision on an Action Referral Memorandum is "no action", or the case is resolved (final decision is "no action", "to be responsible", or a Administrative Compliance Agreement is executed), or period of "exclusion" (e-suspension or debarment) expires~~

~~\*NOTE: GRS 20, Item 16 authorizes Federal agencies to destroy this type of record when the agency determines that it is no longer needed for administrative, legal, audit, or other operational purposes. ICE has determined, based upon business needs, these records can be destroyed/deleted six (6) years and three (3) months after the applicable action noted in the disposition instructions takes place.~~