

Request for Records Disposition Authority (See Instructions on reverse)		Leave Blank (NARA use only)	
		Job Number <i>NI-567-10-10</i>	
To National Archives and Records Administration (NARA) 8601 Adelphi Road, College Park, MD 20740-6001		Date Received <i>2-23-10</i>	
1 From (Agency or establishment) Department of Homeland Security (DHS)		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
2 Major Subdivision Immigration and Customs Enforcement (ICE)			
3 Minor Subdivision Office of Professional Responsibility (OPR)			
4 Name of Person with whom to confer Joseph M Gerhart	5 Telephone (include area code) 202-732-6337	Date <i>9 NOV 10</i>	Archivist of the United States <i>[Signature]</i>
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>10</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 <i>Joseph Gerhart</i>		Title Chief, Records Management Branch	Date (mm/dd/yyyy) <i>01/14/2010</i>
Item Number	8 Description of Item and Proposed disposition	9 GRS OR Superseded Job Citation	10 Action taken (NARA Use Only)
	See attached sheets for U.S. Immigration and Customs Enforcement (ICE), Office of Professional Responsibility (OPR), Employment Application Security System (EASS) NOTE: System inputs and output covered by GRS 18 item 22(b) and GRS 20, item 16		

U.S. Department of Homeland Security

Headquarters Systems Schedules

Immigration and Customs Enforcement (ICE)

Employment Application Support System (EASS)

Employment Application Support System (EASS) is a system that provides the U S Immigration and Customs Enforcement (ICE) Personnel Security Unit (PSU) offices with a direct and secure link to the Federal Bureau of Investigations (FBI) This link is used to perform a criminal history check based on fingerprint identification for ICE applicants (Fingerprint card SF 87) and contract employees (Fingerprint card FD-258) who are undergoing the security screening process The system consists of a server and workstation at each office that maintain all workflow for the local office The server maintains the workflow for the system, submits the cases to the FBI, receives responses back from the FBI, and provides temporary storage of case data while the case is waiting for a response from the FBI

Most cases receive a response back from the FBI within a timeframe of 24 hours The operator who entered the case will have to retrieve the response from the system, print a hardcopy, and scan it into the Security Activities Reporting System (SARS) The original fingerprint card and printed copy of the FBI response for the case are filed in the individual's Personnel Security Clearance File

1. Employment Application Support System (EASS)

A. Master File/Data

(1) Biographical Information and Scanned Fingerprint Images

The following biographical information is collected and submitted to the FBI

- Last Name
- First Name
- Middle Name
- Place of Birth
- Date of Birth
- Gender
- Race
- Height
- Weight
- Eye Color
- Hair Color
- Date Fingerprinted

Most cases receive a response back from the FBI within a timeframe of 24 hours

Disposition:

Temporary Delete biographical data and fingerprint images once response is received from the FBI

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

Immigration and Customs Enforcement (ICE)

NOTE The original fingerprint card for the case are filed in the individual's Personnel Security Clearance File

(2) FBI Responses

The following information is transmitted from the FBI into EASS

- Civil Applicant Response (This document indicates that the FBI has no criminal history information on file matching the supplied fingerprint image set)
- FBI Record of Arrest and Prosecution (RAP) sheet for cases where the FBI has criminal history information matching the supplied fingerprint image set

Most cases receive a response back from the FBI within a timeframe of 24 hours

NOTE The printed official FBI response for the case are filed in the individual's Personnel Security Clearance File

Disposition:

Temporary Delete 30 days after response is received from the FBI