

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	N1-567-10-12
1 From (Agency or establishment) Immigration and Customs Enforcement (ICE)		Date Received	2/23/10
2 Major Subdivision National Firearms and Technical Training Unit (NFTTU)		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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 11 Jan 11
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>1</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 		Title Chief, Records Management Branch	Date (mm/dd/yyyy) 12/22/2009
Item Number	8 Description of Item and Proposed disposition	9 GRS OR Superseded Job Citation	10 Action taken (NARA Use Only)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 Firearms, Armor, and Credentials Tracking System (FACTS) Note: * Master File Data covered by GRS 03, Item 3 Not GRS * Inputs covered by GRS 20 * The following Outputs are covered as follows: Inventory Reports covered by GRS 03, Item 9 Ad Hoc Query Reports covered by GRS 20		

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

Immigration and Customs Enforcement (ICE)

N1-567-10-12

Firearms, Armor, and Credential Tracking System (FACTS)

The Firearms, Armor, and Credential Tracking System (FACTS) is the successor of a legacy system referred to as Firearms Operating Module (FOM) which had a NARA Job Number of N1-85-98-01 and was a subsystem of the Asset Management Information System (AMIS) AMIS is no longer operational The system was designed to implement controls and strengthen procedures to promote effectiveness and efficiency in asset management and safeguard Government owned property, specifically firearms, body armor, badges, credentials and other law enforcement equipment FACTS was designed to support the U S Immigration and Customs Enforcement (ICE) National Firearms and Technical Training Unit's (NFTTU) mission, specifically the tracking of sensitive property

FACTS records balances, acquisitions, withdrawals and calculates ending balances expressed in values and physical units for all property It also also maintains purchase order information, requisition, and delivery dates

FACTS generates inventory reports, as well as ad hoc query reports

1. Firearms, Armor, and Credential Tracking System (FACTS)

A. Master File/Data

(1) Dispositioned Firearms

Information related to instances of agency firearms that have been dispositioned Dispositioning can take place through destruction, return to vendor and replaced, excessed through General Services Administration (GSA), donation through state and local surplus with GSA or transfer to another Federal agency

Disposition:

TEMPORARY Cutoff at end of fiscal year firearm is dispositioned Destroy/delete ten (10) years after cutoff

(2) Lost Firearms

Information related to instances of agency firearms that have been lost. This material includes, but is not limited to

Disposition:

TEMPORARY Cutoff at end of fiscal year firearm is reported lost Destroy/delete twenty (20) years after cutoff

- Initial Memoranda from Officer reporting the loss
- Officer's narrative of the situation surrounding the loss

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

Immigration and Customs Enforcement (ICE)

N1-567-10-12