

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	N1-567-10-15
1 From (Agency or establishment) U S Immigration and Customs Enforcement (USICE)		Date Received	8/19/10
2 Major Subdivision Homeland Security Investigations (HSI)		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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 Cyber Crimes Center/Cyber Forensics Section			
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>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 		Title Chief, Records Management Branch	Date (mm/dd/yyyy) 07/30/2010
7 Item Number	8 Description of Item and Proposed disposition	9 GRS OR Superseded Job Citation	10 Action taken (NARA Use Only)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 sheet(s) for C3 Regional Forensics Storage Project		

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

Immigration and Customs Enforcement (ICE)

C3 Regional Forensic Storage Project

The U S Immigration and Customs Enforcement (ICE), Cyber Crime Center Cyber Forensics Section utilizes The Regional Forensic Storage Project (C3 Regional Forensic Storage Project), which allows the Computer Forensic Section, located at Cyber Crime Center (C3) headquarters, to monitor, manage, and transfer data between site locations, via a secure network with real-time messaging for forensic support, and secure email and video conferencing

ICE computer Forensic Agents are responsible for the seizure, imaging, and analysis of digital evidence obtained in connection with ICE investigations. Some of the larger field offices within ICE process a large volume of digital evidence. This volume of digital evidence may involve several terabytes of digital data annually. These offices must have a large storage capacity to process active investigations as well as archive closed cases in accordance with federal evidentiary guidelines. The ICE Regional Forensic Labs were developed, based on this need. This called for the installation of enterprise level data storage and archiving capabilities. The lab sites are interconnected via a secure Internet connection. Each site employs a global management software solution to allow for central administration and oversight from the headquarters element located at C3. Metadata that is kept within the system is limited to case data, and digital evidence data.

Since FY 2006 ICE computer Forensic Agents have processed 1,191 terabytes of digital data. There has been a 30% annual increase in the amount of data processed between FY 2006 and FY 2008. In FY 2003 the Computer Forensic Program conducted 16,222 computer forensic examinations. Between FY 2003 and FY 2008 there has been an increase in the total number of forensic examinations of 21% annually. Documentum system functionality was identified to provide a solution to manage the increase in digital media volume, and the increase in the number of computer forensic examinations.

1. C3 Regional Forensic Storage Project

A Master File/Data

(1) Case Data - Evidence Data - Investigative Reports

CASE DATA

The C3 Regional Forensic Storage Project maintains information regarding case specifics and related identifiers. Specifically the case data consist of the following

- Name of the Computer Forensic Agent
- Site Name
- Exam Data
- Exam Completion Date

Disposition:

a Data regarding cases that DO NOT result in prosecution
TEMPORARY Destroy/delete upon close of case

b Data regarding cases that result in prosecution
TEMPORARY Destroy/delete five (5) years after expiration of period for appeal of final adjudication of corresponding case

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

Immigration and Customs Enforcement (ICE)

- Operation Name
- Case Status
- Storage location
- Case Number
- Case Title
- Case Agent
- Exam Type
- Exam Sub-Type

EVIDENCE DATA

The C3 Regional Forensic Storage Project also stores a digital image of any digital evidence seized during the course of an ICE investigation. Information stored in the images can be searched for, but are not categorized into separate data fields. Any information that is stored on digital media (CDs, DVDs, flash drives, hard drives, cell phones) seized as a part of an investigation becomes evidence in that investigation. This data consist of the following:

- Computer Forensic Agent
- Submission Date
- Imaging Date
- Seizure Number
- Chain Custody Number
- Line Item Number
- Imaged by Whom
- Media Type
- Media Sub-Type
- Operating System Type
- Media Capacity
- Manufacturer Name
- Media Model
- Media Serial Number
- Media Quantity
- Unique Identifier
- Memo

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

Immigration and Customs Enforcement (ICE)

INVESTIGATIVE REPORTS

Investigative Reports are composed of verification reports, inventory worksheets, registry reports, scanned notes, MD5 lists, or device reports. Investigative reports are stored in the system utilizing Documentum as the information management tool. The reports are kept along with the digital data for use in case prosecution.