Request for Records Disposition Authority (See Instructions on reverse)	Leave Blank (NARA use only) Job Number N1-567-10-20
To National Archives and Records Administration (NIR) 8601 Adelphi Road, College Park, MD 20740-6001	Date Received 9/27/10
1 From (Agency or establishment) U S Immigration and Customs Enforcement (USICE)	**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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10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 Management and Administration	
3 Minor Subdivision Human Capital	
4 Name of Person with whom to confer Joseph M Gerhart 5 Telephone (include area code) (202) 732-6337	Date 14Dec10 Archivist of the United States

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 _____ 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 Manuel for Guidance of Federal Agencies,

☐ is not required, ☐ is attached, or ☐ has been requested

Signature of Agency Representative	Title	Date (mm/dd/yyyy)
Joseph M Gerhart	Chief, Records Management Branch	08/09/2010

Item Number	8 Description of Item and Proposed disposition	9 GRS OR Superseded Job Citation	10 Action taken (NARA Use Only)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 **Hiring Tracking System (HITS)**		

Immigration and Customs Enforcement (ICE)

Hiring Tracking System (HITS)

The Hiring Tracking System (HITS) is utilized to create, store, manage and track U S Immigration and Customs Enforcement (ICE), Office of Human Capital (OHC) records pertaining to vacant positions at the agency and the hiring of selectees as they progress through the hiring process for those positions The data maintained in HITS allows ICE to efficiently track the progress of its hiring actions and to ensure that persons selected for vacant positions are suitable for those jobs by successfully completing evaluations and training that are prerequisites for those positions HITS tracks ICE position vacancies from the time they are created through a candidate's selection and enter-on-duty (EOD) HITS contains data that is automatically updated by interfacing with other electronic systems and data that is manually entered by Hiring Center personnel

1. Hiring Tracking System (HITS)

A. Master File/Data

(1) Selectee Data

Information about individuals who are selected by the ICE hiring officials for vacant positions as well as selectees that declined the position or did not complete the hiring process successfully Selectee data includes date selected, selection grade, selectee name, social security number, Oral Board interview scheduled date and results, fitness and medical track (initiation date, follow-up date if necessary and the cleared dates for each of the two tracks), drug test (requested date and drug test completed date), and background security dates of record (date the security forms were sent to the selectee and date the forms were received by ICE Hiring Center personnel, the date the fingerprint cards were received by ICE personnel, the date the security investigation was initiated and the date the security investigation was cleared)

Disposition:

a Selectees who complete the hiring process
TEMPORARY Cutoff upon Entry-On-Duty Destroy/delete two (2) years after cutoff

b Selectees who DO NOT complete the hiring process
TEMPORARY Cutoff thirty (30) days after notification is received that the employee will not Enter-On-Duty
Destroy/delete two (2) years after cutoff

~~**(2) Position and Vacancy Announcement Data**~~

~~Information about the vacancy announcement including the date when the announcement opened, when it closed, the position title, the position location, and the applicable pay grades~~

Disposition: GRS 01, item 33(f)

~~TEMPORARY Cutoff at end of fiscal year announcement closes Destroy/delete two (2) years after cutoff~~

(3) User Audit Logs

Logs created to assist system administrators facilitate the reconstruction of events if compromise or malfunction occurs or is suspected

Disposition: GRS 20, item 01(c)

TEMPORARY - Destroy/delete when the agency determines they are no longer needed for administrative, legal, audit, or other operational purposes

C. Output

(1) Standard Reports

A variety of preformatted HITS reports can be generated by users as needed or required. The report categories along with the number of reports available to HITS users are

- Detailed SF-52 Reports – there are seven reports available which show detailed hiring activities for a location
- Detailed Vacant/Selectee Status Reports – nine reports are available to users to report all vacant positions along with selections that have been made
- Detailed Selectee Reports – two reports list all hiring records with selections recorded
- Hiring Status Staffing Level Reports – this category includes eight reports that contain data regarding the authorized, established, on-board and vacant position levels/counts/percentages by occupation, location that are specific to positions, occupations, and occupational groups
- Discrepancy Reports – five reports are available that detail discrepancies between the Table of Organization Position System (TOPS)/National Finance Center (NFC) data and between TOPS and HITS

Disposition (Media Neutral): GRS 20, Item 16

TEMPORARY - Destroy when the agency determines that they are no longer needed for administrative, legal, audit, or other operational purposes, provided the printouts do not contain substantive information, such as substantive annotations, that is not included in the electronic records

• Vacancy Announcement Reports – six detailed reports available which detail vacancy announcement data.

• Statistical Reports – this category includes three reports that given statistics on recruitment.

• Applicant Reports – three reports are available which list various applicant data.

• Equal Employment Opportunity (EEO) Reports – one report is available to EEO users which lists selections made for a given selecting official.

• Download Reports – two downloads are available to users. They are able to download hiring data into text files which are imported into Excel for ad hoc reporting.