

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	11-567-11-1
1 From (Agency or establishment) U S Immigration and Customs Enforcement (ICE)		Date Received	10/29/10
2 Major Subdivision Enforcement and Removal Operations (ERO)		Notification to Agency In accordance with the provisions of 44 USC 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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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 Bond Management Unit (BMU)			
4 Name of Person with whom to confer Joseph M Gerhart	5 Telephone (include area code) (202) 732-6337	Date 8 Feb 11	Archivist of the United States
6 Agency Certification <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 _____ 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 type="checkbox"/> is not required, <input type="checkbox"/> is attached, or <input type="checkbox"/> has been requested</p>			
Signature of Agency Representative 		Title Chief, Records Management Branch	Date (mm/dd/yyyy) 10/5/2010
Item Number	8 Description of Item and Proposed disposition	9 GRS OR Superseded Job Citation	10 Action taken (NARA Use Only)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 Bond Backlog Management Tool (BBMT)		

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Headquarters Systems Schedules**

U.S. Immigration and Customs Enforcement (ICE)

Bond Backlog Management Tool (BBMT)

The U S Immigration and Customs Enforcement (ICE) Bond Backlog Management Tool (BBMT) is a database created to support the Enforcement and Removal Operations' (ERO), Bond Management Unit (BMU) immigration bond backlog reduction effort. BBMT is a stand alone system comprised of disparate immigration bond-related information imported from the Bond Management Information System (BMIS) to improve tracking, reporting, recording, and mail merge functions required for bond backlog reduction. The database utilizes the BMIS extracted information to determine and track bond type, and identify the alien referred to on the bond, the attorney of record, and the obligor or surety company (entity with financial liability) to process the bond. The adjudication process begins with the receipt of the alien's file containing the bond information and the corresponding record extracted from the Bond Management Information System (BMIS). The database is updated with the final action and the file is returned to the appropriate district control office having jurisdiction over the alien if the bond is a continuing action or a breach, or to the National Records Center (NRC) if the bond was cancelled.

The Immigration and Nationality Act (INA), as amended, provides for imposing and collecting a bond in a variety of situations. Bonds may be required upon admission for both immigrants and non-immigrants to ensure that they do not become public charges while in the United States and that they depart timely as required. Bonds may be imposed in some cases to ensure that an alien appears for later-immigration-related appointments or hearings, or as a condition for release from detention. The regulations prescribe the amounts of the various bonds, the interest rates which may be imposed, and the penalties for breach of a bond's requirements.

For years, the legacy Immigration and Naturalization Service (INS) did not routinely discharge bonds that were fulfilled or collect promptly on bonds that were breached. The INS, and now ICE, took action to correct the problem by establishing task forces to address the backlogs of bonds needing action to dispose of or discharge them. In support of this activity BBMT was designed to track the movement of each file as it flows through the review process, as well as to automate the addressing of mailings determined to be required from that review. The data captured in support of this activity is used to generate management reports to assess the effectiveness of the effort in a continuing effort to execute the government responsibilities more efficiently, collect outstanding public revenues, and provide better service to ICE's public customers.

BBMT was taken offline on March 31, 2009 without a replacement system being implemented.

1. Bond Backlog Management Tool (BBMT)

A. Master File/Data

(1) Bond Information

The BBMT maintains information to assist in completing the adjudication on outstanding bonds and related postal correspondence. As bonds are processed, data elements are

Disposition:

TEMPORARY Destroy/delete immediately upon NARA approval of this records disposition schedule

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maintained on the bond and every factor affecting the final outcome of the bond BBMT maintains the following data

- Alien name
- Alien address
- Alien file number (commonly called "A-file number")
- Immigration status
- Name of obligor and/or surety company (financially liable)
- Address of obligor and/or surety company
- Bond number (As assigned by the field office and contained within the Deportable Alien Control System)
- Type of bond (OSUP, Delivery, Voluntary Departure, MS&D, Public charge)
- Bond dollar amount
- Attorney of Record, per Form G-28, Notice of Appearance of Attorney
- Adjudication recommendations (breach, cancel or continue) of reviewers regarding individual bonds
- File Control Office (FCO)/ District Control Office (DCO)

During the review process, information regarding the status of and recommendations for the bond will be captured For example, this may include information on the bond itself-whether it is outstanding or breached, whether it is collectible, etc and the team member's recommended action (cancel, breach, continue, or demand)

C. Output

(1) Ad Hoc Reports

~~Data captured in support of this activity is used to generate ad hoc management reports that assess the effectiveness of the~~

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~~

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~~effort. These reports are strictly for ICE personnel who operate as a part of the bond process and are not shared with any entity outside of that process.~~

~~operational purposes, provided the printouts do not contain substantive information, such as substantive annotations, that is not included in the electronic records. (Printouts that contain substantive information should be disposed of in accordance with the NARA approved schedule that covers the series in which they are filed.)~~