

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	NI-567-11-4
1 From (Agency or establishment) U S Immigration and Customs Enforcement (USICE)		Date Received	10/29/10
2 Major Subdivision Homeland Security Investigations (HSI)		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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 Law Enforcement Support and Information Management Division			
4 Name of Person with whom to confer Joseph M Gerhart	5 Telephone (include area code) (202) 732-4358		
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>5</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) 08/02/2010
7 Item Number	8 Description of Item and Proposed disposition	9 GRS OR Superseded Job Citation	10 Action taken (NARA Use Only)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 Significant Event Notification (SEN)		

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

U.S. Immigration and Customs Enforcement (ICE)

N1-567-11-04

Significant Event Notification System (SEN)

The Significant Event Notification System (SEN) is a reporting and intelligence transmission capability developed for the Department of Homeland Security (DHS), U S Immigration and Customs Enforcement (ICE) SEN is owned and operated by the ICE Homeland Security Investigations Law Enforcement Support and Information Management (ICE HSI LESIM) Division It is used by both ICE Homeland Security Investigations (HSI) personnel and ICE Enforcement and Removal Operations (ERO) personnel

ICE Homeland Security Investigations (HSI) initiated this reporting capability to provide ICE field and headquarters managers with timely visibility into critical incidents, activities, information on threats, and significant events that involve or impact ICE agents and field staff. Timely access to this wide array of critical information is required to allow managers at ICE to effectively react to significant events as they occur, plan for significant enforcement activities, and respond effectively to requests for assistance from other law enforcement agencies SEN allows the entry, query, and modification of various reports to provide information and intelligence SEN also facilitates the transmission of law enforcement intelligence from ERO field offices to field and headquarters managers and the ICE ERO Intelligence Operations Unit (IOU)

SEN includes data on individuals who are the subject of past or anticipated encounters by ICE personnel (such as witnesses, victims, suspects, and detainees) and individuals from other law enforcement agencies who contact ICE requesting assistance SEN also includes data on individuals who are of interest to ICE, but are not necessarily part of a past or anticipated encounter, in support of its law enforcement intelligence function For example, SEN may contain data about a gang leader gathered from a detainee during booking, even if ICE has not encountered that individual

1. Significant Event Notification System (SEN)

A. Master File/Data

(1) Significant Incident Report (SIR) and Significant Prospective Enforcement Activity Report (SPEAR)

- Significant Incident Report (SIR)
ICE field agents complete a SIR to provide information and awareness to ICE field and headquarters managers about field events that have already occurred, such as arrests, assaults on employees, shootings by employees, significant seizures, etc SIRs include biographical information on suspects and victims (such as First Name, Last Name, Date of Birth, Age, and Country of Birth), citizenship, immigration, and residency information (such as address, Alien Registration Number and Country of

Disposition:

TEMPORARY Cutoff at the end of the fiscal year during which the incident, event, or activity occurred Destroy/delete seventy-five (75) years after cutoff

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Citizenship), a narrative of other relevant information (such as a description of the incident, a description of seized property, a description of injuries sustained and information about the hospital to which the injured person has been taken), and contact information for the reporting personnel, supervisor, the action officer, and other law enforcement personnel who were notified

- **OPERATION PREDATOR Significant Incident Report (OPPED)**

OPPEDs include the same information as the SIR, but is only used when the incidents involves a victim under the age of 18. OPPEDs collect some additional information pertaining to the victim and the suspect to capture more granular information in crimes against children. They include offender criminal history information (such as City and State of Arrest, registered sex offender status, Amber Alert association status, Protect Act Case relevance status, Aggravated Felon status, Fugitive status, Prior Arrest and Conviction information), limited victim information (such as age group of minor, sex, whether the individual was the victim of smuggling or trafficking, Offender Relationship to Victim, Country of Birth, and Country of Citizenship), and contact information for the reporting ICE personnel, their supervisor, and the action officer and other law enforcement personnel who were notified

- **Significant Prospective Enforcement Activity Report (SPEAR)**

SPEARs communicate data to ICE field and headquarters managers about anticipated enforcement actions such as planned searches, arrests, or seizures. They may also be used to report future non-enforcement activities such as meetings, training, and conferences involving field staff, and include biographical information on suspects (such as First Name, Last Name, Date of Birth, Age, and Country of Birth), citizenship, immigration, and residency information (such as address, Alien

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Registration Number and Country of Citizenship), a narrative of other relevant information (such as a description of the proposed enforcement activity), and contact information for the reporting personnel, supervisor, and the action officer

(2) Law Enforcement Agency Requests for Assistance (LEARA)

LEARAs are completed by ICE field and headquarters agents when they receive requests for ICE assistance from non-ICE law enforcement agencies. LEARAs include contact information for the requesting party, contact information for the ICE personnel who received the request, contact information for any officer to whom the request is forwarded, contact information for the relevant duty officer, a narrative describing the request (which may contain subject or victim information), a narrative describing the disposition of the request (which may contain subject or victim information). LEARAs are updated to indicate the disposition of the request for assistance, which may include additional personal information documenting how the request for assistance was addressed.

Disposition:

TEMPORARY Cutoff at the end of the fiscal year during which the response to the request is completed
Destroy/delete fifteen (15) years after cutoff

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(3) ERO LEAD (ERO INTEL Report) and ERO Third Agency Visit Report (ERO TAV)

• ERO LEAD

Enforcement and Removal Operations (ERO) personnel submit ERO Intel Reports (ERO LEAD) when they gather information they believe might have law enforcement intelligence value. For example, individuals arrested by ICE are typically vetted to assess the level of threat they pose (e.g. violent offenders versus non-violent offenders, gang-affiliates, etc.) to ensure they are handled appropriately during detention. Often, this assessment (which may involve activities such as an interview of the subject, a review of their criminal record, or a visual inspection of the individual or their possessions) may indicate that the individual is affiliated with a gang or has a warrant out for their arrest. ERO LEADs include a Report Title (which may include a suspect name or other identifying information), Subject (which designates the "type" of information included in the lead, such as "narcotics" or "weapons"), Source (which describes what form the intelligence came in "staff observation" or "surveillance"), the City and State associated with the lead, information about the business, organization, or person to whom the lead pertains (including First Name, Middle Name, Legal Last Name, Mother Maiden (Hyphenated) Last Name, Sex, Date of Birth, Age, City and State of Residence, City and State of Arrest, registered sex offender status, Amber Alert association status, Protect Act Case relevance status, Aggravated Felon status, Fugitive status, Prior Arrest and Conviction information, Citizenship status, Country of Citizenship, Country of Birth, Immigration Status, Alien Registration Number, Entry date, Fingerprint Identification Number), and contact information on the reporting ICE personnel and their supervisor as well as a narrative field for other comments.

• ERO Third Agency Visit (TAV)

Disposition:

TEMPORARY. Cutoff at the end of the fiscal year during which the reports were created. Destroy/delete twenty-five (25) years after cutoff.

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ERO personnel submit ERO TAVs when they receive requests from other Federal, state, local, tribal, foreign and international law enforcement agencies to have access and/or interview ERO detainees. ERO TAVs include the Detainee being interviewed (including first name, middle name, last name, Alien Registration Number, and Fingerprint Identification Number), official contact information for the law enforcement personnel requesting the interview, contact information on the reporting ICE personnel, contact information on the relevant point of contact at ERO as well as a narrative field for other comments

(4) SPOT Report

When critical information pertaining to imminent threats or critical incidents is received, ICE field personnel write SPOT reports to convey this information to ICE Headquarters. Information in the SPOT report include a summary of the threat, subject/suspect name and other identifying information, reporting officer and their supervisor contact information, any other relevant government points of contact, and the ICE office that authorized the report. The information will likely be synthesized from various intelligence sources, publicly reported information, official case files, unofficial law enforcement communications, tips, etc

Disposition:

TEMPORARY. Cutoff at the end of the fiscal year during which the report was created. Destroy/delete seventy-five (75) years after cutoff.