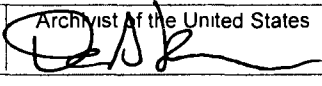
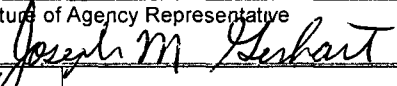


Request for Records Disposition Authority (See Instructions on reverse)		Leave Blank (NARA use only)	
To National Archives and Records Administration (NIR) 8601 Adelphi Road, College Park, MD 20740-6001		Job Number	N1-567-11-9
1 From (Agency or establishment) U S Immigration and Customs Enforcement (ICE)		Date Received	10/29/10
2 Major Subdivision Office of Professional Responsibility (OPR)		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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 Operational Support Unit (OSU)			
4 Name of Person with whom to confer Joseph M Gerhart	5 Telephone (include area code) (202) 732-6337	Date 2 Sept 11	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 Manual for Guidance of Federal Agencies, <input 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) 10/5/2010
7 Item Number	8 Description of Item and Proposed disposition	9 GRS OR Superseded Job Citation	10 Action taken (NARA Use Only)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 Joint Integrity Case Management System (JICMS)		

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

U.S. Immigration and Customs Enforcement (ICE)

Joint Integrity Case Management System (JICMS)

The Joint Integrity Case Management System (JICMS) is part of the Department of Homeland Security (DHS) Internal Affairs System of Records. The Office of Professional Responsibility (OPR) is charged with protecting the overall integrity of Immigration and Customs Enforcement (ICE) and conducts investigations on DHS personnel whom fall under OPR's investigative purview. OPR investigates allegations of employee/contractor misconduct impartially, independently and thoroughly. OPR prepares timely and comprehensive reports of investigation for judicial or administrative action.

JICMS serves as the primary case management and supervisory support tool for OPR during the conduct of criminal investigations, management referrals, and/or administrative inquiries. JICMS affords the capability to track allegations of employee misconduct from receipt of the allegation until the time it is fully adjudicated. JICMS collects, compiles and delivers accurate and real time information on investigative activities, case status, and legal/administrative disposition actions to authorized users of the system. In addition, JICMS provides the user with a means to manage workflow, serves as a central repository of corrective actions, and aids in the formation and generation of both management and analytical reports. Access controls are in place and are enforced primarily by controlling access to the network system via the use of a User ID and password, and by controlling access to JICMS itself through the utilization of user roles that grant activity permission based on the users need to know, as determined by management.

1 Joint Integrity Case Management System (JICMS)

A. Master File/Data

(1) Case Data

CASE SPECIFIC DATA

Information gathered in the course of an integrity or disciplinary inquiry or investigation which can include

- Data identifying subject of investigation which may include some or all of the following: full name, date of birth, place of birth, Social Security Number, addresses, duty station, grade, job series, entrance on duty date and case role
- Details documenting Complaint/Allegation
- Type of investigation
- Assigned case agent
- Case supervisor
- Case status

Disposition

TEMPORARY Cutoff at end of calendar year investigation is closed. Destroy/delete twenty-five (25) years after cutoff or one (1) year after subject separates from Department of Homeland Security service, whichever is later.

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

U.S. Immigration and Customs Enforcement (ICE)

- Reports of investigations
- Relevant information and background investigations
- Photographic images
- Voiceprints
- Letters
- E-mails
- Exhibits
- Statements/affidavits
- Data pertaining to the routing of the case between individuals, units, or referrals to other entities

CASE DISPOSITION DATA

Various fields to document administrative or judicial action taken in connection with the case (e.g. type of action, date action taken, office/unit/entity taking action, etc.)

B Input

(1) Integrity/Misconduct Complaint Material

Complaints are received and reviewed prior to entry into JICMS. All valid complaints are assigned a case number and the information is entered into the system via direct data entry and/or scanning of supporting documentation. Investigative offices and authorized users make additional entries as information is collected. Information may include administrative, investigative or other pertinent documentation to support the complaint/investigation.

Disposition (Media Neutral): *Filing Instruction*
~~a VALID Complaint Material/Supporting Documentation
FILING INSTRUCTION - Place in corresponding investigative case file - Material/supporting documentation should be dispositioned in accordance with the approved disposition authority for that investigative case file~~

b INVALID Complaint Material/Supporting Documentation
TEMPORARY Destroy/delete when no longer needed for administrative, legal, audit or other operational purposes

C. Output

(1) Reporting Data

Case specific data extracted from the system that is pertinent to an employee misconduct investigation and/or administrative inquiry

Disposition (Media Neutral):
TEMPORARY Destroy/delete when no longer needed for administrative, legal, audit or other operational purposes

U.S. Department of Homeland Security
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U.S. Immigration and Customs Enforcement (ICE)

(2) ~~Management, Statistical and Analytical Reports~~

~~Various standard or ad hoc reports can be generated based on the data entry fields contained in JICMS.~~

Disposition (Media Neutral): *GRS20 Item 16*
~~TEMPORARY—Destroy/delete when no longer needed for administrative, legal, audit or other operational purposes~~