

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-567-11-10
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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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 Security Management Unit (SMU)			
4 Name of Person with whom to confer Joseph M Gerhart	5 Telephone (include area code) (202) 732-6337		
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 <i>Joseph M Gerhart</i>		Title Chief, Records Management Branch	Date (mm/dd/yyyy) 10/27/2010
7 Item Number	8 Description of Item and Proposed disposition	9 GRS OR Superseded Job Citation	10 Action taken (NARA Use Only)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 Credential Identiguard System (CREDS)		

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

U.S. Immigration and Customs Enforcement (ICE)

N1-567-11-10

Credential Identiguard System (CREDS)

The Credential Identiguard System is a commercial off-the-shelf (COTS) software workstation client and serves as the centralized repository for U.S. Immigration and Customs Enforcement (ICE) issued credentials. Credentials are recognized forms of identification, which describe the authority of the bearer and identify that individual's right to exercise specific authority for expressed official or legal purposes. The system directly supports the ICE Badge and Credential Program and is used to issue, monitor, validate and produce credentials to ICE agents, or other personnel designated by the Assistant Secretary, as evidence of their authority when having contact with the public and in dealings with Federal, state, local or foreign officials under purposes authorized by law, statute or ICE regulation.

The Office of Professional Responsibility (OPR) is responsible for the overall management of the ICE Badge and Credential Program, to include controlling access to the Credentials Identiguard System. Access to the system is limited to the Program Manager and designated Enrollment Team members.

1. Credential Identiguard System (CREDS)

A. Master File/Data

(1) ICE Credential Holder Data

The content consists of credential specific data pertinent to each ICE credential holder. Data fields include:

- Full Name
- Social Security Number
- Location of Field Office
- Badge/Credential Number
- Digital Color Photograph
- Digital Signature

Disposition:

TEMPORARY Destroy/delete upon notification of death or not later than five (5) years after separation or transfer of employee or no later than five (5) years after contract relationship expires, whichever is applicable.

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C. Output

(1) ICE Credentials

An official ICE credential depicting the employee's photograph and digital signature is issued upon completion of the enrollment process

Disposition:

TEMPORARY Destroy credentials three (3) months after return to issuing office [GRS 11, item 4(a)]

NOTE Excludes credentials presented to eligible retirees, or to family members of deceased ICE employees All "keepsake" credentials are perforated with "Retired" prior to award

(2) Ad hoc Reports

Reports and screen shots responding to specific questions, queries, validation requests, and/or used solely to generate a reference copy

Disposition:

TEMPORARY Destroy/delete 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 (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) [GRS 20, item 16]