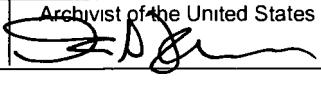



| Request for Records Disposition Authority (See Instructions on reverse) | | Leave Blank (NARA use only) | |
|---|--|--|---|
| | | Job Number | N1-567-11-14 |
| To National Archives and Records Administration (NIR) 8601 Adelphi Road, College Park, MD 20740-6001 | | Date Received | 3/10/11 |
| 1 From (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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10 | | |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 Office of Enforcement and Removal Operations (ERO) | | | |
| 3 Minor Subdivision Detention Management Division | | | |
| 4 Name of Person with whom to confer Deborah M Henderson | 5 Telephone (include area code) 202-732-4366 | Date 9 Aug 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 <u>1</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 Rich Mattison  | | Title (Acting) Chief, Records Management Branch | Date (mm/dd/yyyy) 03/10/2011 |
| 7 Item Number | 8 Description of Item and Proposed disposition | 9 GRS OR Superseded Job Citation | 10 Action taken (NARA Use Only) |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 | | |

**U.S. Department of Homeland Security (DHS)
Immigration and Customs Enforcement Records Schedules (ICERS)**

Detention Management Division/ (ERO)

NARA #:

Detention Case Files contribute to efficient and responsible facility management by maintaining, for each person/detainee booked into a facility for more than 24 hours, a file of all significant information about that person

Unless otherwise noted, all disposition instructions are media neutral; they apply regardless of the media or format of the records.

1. Detention Case Files

File Plan: 111-601-001a

The file content is independent of and maintained separate from the detainee's Alien File and any detention files contained in the EID/ENFORCE system. The required content of the file includes the detainee summary/transfer form(s) and

- Alien Booking Record (I-385)
- Record of Search (G-1025)
- Photographs
- Fingerprint Cards
- Classification Work Sheet
- Personal Property Inventory Sheet
- Housing Identification Card
- Property Receipt (G-589) or facility equivalent
- Baggage Check(s) (I-77)

Additional forms may also be included in the file including orientation acknowledgment form, receipt of handbook, locker key, work assignment sheet, identifying marks form, the original detainee summary form, intake screening form, forms for special requests, disciplinary forms, grievances (except medical grievances which are maintained in the medical file), complaints and their resolution(s), privacy waivers, documentation of administrative segregation, and most forms and documents that are signed by the detainee. Close-out receipts for property and valuables and copies of release documents are added to the file upon the detainee's transfer, release or removal.

Disposition: TEMPORARY Cut-off upon detainee's transfer or release from the facility, or departure due to a removal order
Destroy 6 years after the file cut-off