

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER <i>NI-065-09-28</i>	
To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received <i>8/4/09</i>	
1 FROM (Agency or establishment) DEPARTMENT OF JUSTICE		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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 FEDERAL BUREAU OF INVESTIGATION			
3 MINOR SUBDIVISION CYBER DIVISION (CyD)			
4. NAME OF PERSON WITH WHOM TO CONFER Tammy J. Strickler	5 TELEPHONE NUMBER 540-868-4363	DATE <i>12 Oct 10</i>	ARCHIVIST OF THE UNITED STATES <i>[Signature]</i>
6 AGENCY CERTIFICATION I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached <u>2</u> page(s) are not needed now for the business for 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			
DATE <i>7/30/2009</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i>		TITLE Chief, Records Automation Section (for) Agency Records Officer
7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	INNOCENT IMAGES CASE MANAGEMENT SYSTEM (IICMS) IICMS is a system that was established in 1995 targeting individuals who use computers and on-line computer bulletin board services to lure children into illicit sexual relationships or to distribute child pornography.		

INNOCENT IMAGES CASE MANAGEMENT SYSTEM (IICMS)

IICMS provides workflow management, document management, data extraction, and data exchange functionality to support the Maryland Metropolitan Office at Calverton (MMOC) in assessing complaints, processing undercover sessions, maintaining a local document repository, and managing Innocent Images cases.

IICMS information is used: (1) To store evidentiary materials related to Sexual Exploitation of Children (SEOC) cases that will be used as exhibits for trials, if necessary, by the Innocent Images National Initiative (IINI) staff; (2) To perform queries which will be used to support local investigations and to compile supporting information for leads sent to other field offices; and (3) to perform queries so that correlations or deconflictions can be made between cases

1. Inputs: The base information is a copy of evidence gathered for the FBI Case Files (305 classification) including but not limited to: chat logs, child pornography (picture and video), activities logs, etc. This information is gathered by field agents throughout the FBI's jurisdiction, and a copy is entered into the IICMS system only by agents and analysts assigned to work from Innocent Images Operations Unit (IIOU). The unique data not captured in 305 case files is captured in the FD-302 Evidence Attachments and is maintained in the FBI field office case file. IICMS maintains copies of the electronic evidence that cannot be loaded into the Automated Case Support (ACS) system due to its explicit nature and varied data formats, so that it can be easily accessed and shared between investigators to aid in evidence processing.

Disposition: Destroy the copies used for input once uploaded and verified as complete. *GR520/2*

2. Outputs: Queries which will be used to support local investigations and to compile supporting information for leads sent to other field offices. This data exchange will enable users to route and exchange data with other IICMS users. These records include investigative information for routine reference and analysis. These records also include information that is used to justify requests for subpoenas and information that is used to support agents who testify during criminal cases. IICMS will also calculate statistics and generate a variety of pre-defined reports.

Disposition: ~~Items used in a case: Maintain commensurate with 305 cases.~~ *Filing instruction*

~~Statistical data: Destroy when 20 years old. no longer needed.~~ *GR20/12*

3. Master File: The data in the IICMS system is not exported or shared with any other system. IICMS retains the data even after it is recorded into ACS.

Disposition: PERMANENT. ^{*Transfer*} Offer to the National Archives and Records Administration (NARA) when the system is discontinued in a format acceptable at the time of transfer.

25 years old in a format acceptable at the time of transfer
NOTE: Attachments that contain child pornography will be deleted prior to transfer of the Master File to NARA.

NOTE: Grand jury material is deleted after it is filed in the related case file in Class 305.

4. Documentation: These records include system specifications, user guides and privacy impact assessment.

~~Disposition: Destroy/delete when superseded. Final set of system documents should transfer to NARA with the master file.~~
PERMANENT *Transfer*
GRS 20/11

5. Audit Logs: These logs record every command issued to the database and audit trail tables are used to record statistical data queried by the system administrator to record system usage

Disposition: Destroy/delete when 25 years old.