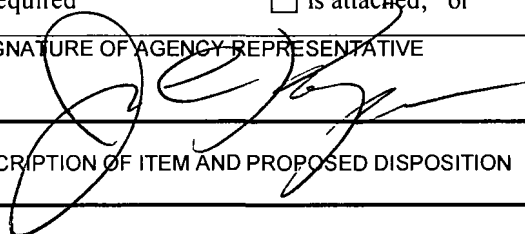


<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b>		JOB NUMBER <i>NI-065-10-3</i>	
To NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received <i>10/15/09</i>	
1 FROM (Agency or establishment) <b>DEPARTMENT OF JUSTICE</b>		NOTIFICATION TO AGENCY  In accordance 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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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 <b>FEDERAL BUREAU OF INVESTIGATION</b>			
3 MINOR SUBDIVISION <b>SECURITY DIVISION</b>			
4 NAME OF PERSON WITH WHOM TO CONFER <b>Tammy J. Strickler, CRM</b>	5 TELEPHONE NUMBER <b>540-868-4363</b>	DATE <i>08-09-2011</i>	ARCHIVIST OF THE UNITED STATES <i>Paul M. Ward</i> <b>CRO</b>
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>10/8/09</i>	SIGNATURE OF AGENCY REPRESENTATIVE 		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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	<b>Integrated Video Imaging System (IVIS)</b>  IVIS is a Commercial off-the Shelf (COTS) product that provides a user with the capability to create and print FBI Credentials and/or identification cards in predefined formats IVIS captures text, photographs and signatures of FBI personnel, contractors, and other FBI representatives to be used in creating official identifying credentials		

## Integrated Video Imaging System (IVIS)

IVIS is a Commercial off the Shelf (COTS) product that provides a user with the capability to create and print FBI Credentials and/or Identification cards in predefined formats. All employee data is used to create an ID or Credentials is stored in an Access Database. Each signature and/or photo is scanned and saved as an individual file. Currently this system houses 113,000 records and validates the data from the Bureau Personnel Management System (BPMS). IVIS uses the existing access control measures within the Secret Enclave's Active Directory for providing authorized users access to the IVIS.

IVIS information is used to create identification badges and credentials for Bureau employees, background investigators, chaplains, contractors, and task force personnel. Badges produced by IVIS include a unique design, combined with a tri-modal (change color), anti-counterfeit holographic seal made within the laminate, which makes the documents/credentials difficult to counterfeit.

1 **Inputs:** Source data is copied from BPMS and is also obtained from diskette (digital photograph and signature images)

Disposition Destroy/Destroy source data once verified as complete after upload into the IVIS Master File

*GRS 20, item 2*

2 **Outputs:** Badges generated for Bureau employees, background investigators, chaplains, contractors, and task force personnel via this system in order to control access to the facility

Disposition Destroy credentials 3 months after they have been returned to the issuing office (319Q-HQ-A1487572) (319Q31, GRS 11, 4a)

3 **Master File:** The data that is maintained by the system will include names, social security numbers, clearance level, personnel file number, phone number with extension, home telephone number, address, retirement/agency release date, cost code, digital photograph of the employee, and an image of the employee's signature

Disposition Destroy 3 months after the system is discontinued or when the data has been migrated to a successor system

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

DISPOSITION Destroy/delete when superseded Destroy/delete final 1 year after termination of system (319U5, GRS 24, 3b1)

5 **Audit Logs** The system writes logs to the application's log file and creates a new log file on a daily basis. The audit logs are maintained on local hard drives and backup is to the mainframe through Tivoli

DISPOSITION Delete when the system is discontinued or when 25 years old, whichever is sooner

*NI-65-10-39*