

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER <i>NI-85.00.6</i>	
To NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		DATE RECEIVED <i>11-16-99</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disposition request, including amendments, is approved except for items that may be marked disposition not approved or withdrawn in column 10	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 Immigration and Naturalization Service			
3 MINOR SUBDIVISION Field Services Operation			
4 NAME OF PERSON WITH WHOM TO CONFER Diana L. Campbell	5 TELEPHONE (202) 514-4913	DATE <i>5-19-00</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 now 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			
DATE <i>11/16/99</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>Vesla House</i>		TITLE Asst Dir., Records Policy & Analysis Branch
7 Item No	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	FD 258 FINGERPRINT CARD TRACKING SYSTEM Aliens who have applied for benefits under the Immigration and Nationality Act (I&NA) that require a criminal background check conducted by the Federal Bureau of Investigation (FBI) must submit or have their fingerprints taken by the Immigration and Naturalization Service (INS). The FD 258 Fingerprint Tracking System is a combination LAN database and hardcopy system designed to track the Form FD 258 "Fingerprint Card" from the time INS submits the card to and receives a response from the FBI.		

Agency, NWMDC, NWMCE, NWLTB

The system of records contains such information as the applicant's.

- name
- aliases (if any)
- date of birth
- country of birth
- physical description
- Alien Registration Number
- Social Security Number

Records in the system also include.

- the date fingerprints were sent to the FBI for processing,
- the date INS receives a response from the FBI,
- the type of response sent, and
- a seven-digit control number.

This information is put on 8mm tapes and sent to the FBI along with fingerprint cards for processing. The FBI scans the cards into the Integrated Automated Fingerprint Identification System (IAFIS) to obtain an image of the prints and to conduct a search of the applicant's criminal history. If a hit is found the FBI retains the FD 258 and the image remains on the IAFIS database. If a hit is not found the FBI destroys the card.

The results of the search are put on the 8mm tapes and returned to the INS Service Centers along with hardcopy RAP sheets which show the applicant's criminal or arrest history. This information is used to update the Fingerprint Card Tracking System. If a record of arrest was submitted to the FBI by an arresting agency, the applicant must submit an arrest disposition or letters from the court, reflecting they were not prosecuted, to INS to be used in adjudicating the benefit they are seeking. This information is not put into the Tracking System.

Since the cards are not returned to INS an adjudicator must obtain the seven-digit control number from the FBI Query System or the Fingerprint Card Tracking System. Cases cannot be released without this number.

RETENTION/DISPOSITION

1 FD-258 Tracking System

Records are archived and stored in the database for 10 years after adjudication of a benefits-seeking application, then deleted.

2. 8MM Tapes

The information contained on the tapes is downloaded into the tracking system. The tapes are erased every three months and used to transmit and/or receive data from unrelated cases.

3. RAP Sheets/Arrest Dispositions

Retain in the applicant's A-File for 75 years (NCI-85-80-5/1)

Privacy Act Restriction: 552a (b) (3)

cc: Mgmt. Analyst (DLC)
RPA Reading File

INS:HQRPA:DLCampbell:514-4913:jg.11/8/99:carryconnltr.