

REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse)		LEAVE BLANK (NARA use only)	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER	N1-85-97-4
1 FROM (Agency or establishment) DEPARTMENT OF JUSTICE		DATE RECEIVED	7-1-97
2. MAJOR SUBDIVISION IMMIGRATION & NATURALIZATION SERVICE		NOTIFICATION TO AGENCY	
3. MINOR SUBDIVISION		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
4. NAME OF PERSON WITH WHOM TO CONFER	5. TELEPHONE	DATE	ARCHIVIST OF THE UNITED STATES
DIANA L. CAMPBELL	514-4913	10-14-97	John W. Paul

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 ___ 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,

is not required; is attached; or has been requested.

DATE	SIGNATURE OF AGENCY REPRESENTATIVE	TITLE
3/19/97	<i>Veola Rouse</i> VEOLA ROUSE	ASSISTANT DIRECTOR

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	<p align="center">DESIGNATED ENTITY INFORMATION MANAGEMENT SYSTEM (DEIMS)</p> <p>DEIMS is a Servicewide system of records used by INS employees to monitor, control and oversee the employees of Designated Fingerprinting Services (DFS)(s) who have been certified by INS to take fingerprints for the Service and the inspectors contracted by INS to insure the DFS(s) are in compliance with regulations. Certifications can be renewed in three year intervals while program exists.</p> <p>The system consists of personal data for both DFS(s) employees and inspectors, e.g., name, social security number, date of birth and place of birth. It also shows the position of DFS(s) employees as well as former agency affiliation and level of security of inspectors. The information on DFS(s) employees is extracted from the Form I-850, "Application for Certification for Designated Fingerprinting Services", and the information on the inspectors is supplied, in writing, by the contractor.</p> <p>The I-850 is filed numerically and is used as the adjudicative file for renewal, revocation or prosecution. Information in DEIMS is stored on CD-ROM. Files on the inspectors are maintained by the contractor.</p>		

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	<p><u>RETENTION/DISPOSITION</u></p> <p><u>DEIMS:</u></p> <p style="padding-left: 20px;">(a) Destroy two years after program ends.</p> <p><u>FORM I-850:</u></p> <p style="padding-left: 20px;">(b) Destroy two years after program ends or three years after separation or transfer of employee/inspector, whichever comes first.</p> <p><u>RESTRICTION:</u> Privacy Act 552a (b) (3)</p>		