

7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	<p><u>Ad Hoc Queries</u>, include the status and location of property at any phase of its life cycle. the report can display the status and detailed information about one or more pieces of property, such as an item cost, date placed in or removed from service, and total expended for maintenance and repair</p> <p style="text-align: center;"><u>RETENTION/DISPOSITION</u></p> <p>Hard copies of produce and ad hoc reports are maintained at INS office sites in accordance with GRS 3 and 4. Electronic reports are automatically deleted from the system within 72 hours.</p> <p><u>FOM</u> provides an automated inventory of the life cycle of firearms issued to and returned by INS enforcement personnel. The following data elements included in FOM are extracted from paper records, forms and cards.</p> <ol style="list-style-type: none"> 1 serial number of firearm 2. name of employee 3. social security number 4 declaration of qualification 5 date issued and returned 6 firearms qualifications scores 7 qualifications roster of all officers issued firearms <p>The FOM's records are stored in a database and retrieved by last name and social security number of the employee. The information is downloaded onto cartridges and archived at the Justice Data Center.</p> <p style="text-align: center;"><u>RETENTION/DISPOSITION</u></p> <p>Records on Destroyed Firearms Archive after three years, store at the Justice Data Center. Destroy when ten years old</p> <p>Lost/Stolen Firearm Records Archive after three years, store at the Justice Data Center. Destroy when 20 years old</p> <p><u>Restriction:</u> Privacy Act 552a (b)(3)</p> <p>*NOTE: The AMIS system of records are covered under items in GRS 3 and 4. This schedule pertains to the FOM subsystem of records as it relates to enforcement retention NOT covered/included under GRS 3 and 4.</p>		