

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b>		LEAVE BLANK (NARA use only)	
To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD, COLLEGE PARK, MID 20740-6001		JOB NUMBER <i>NI-563-08-35</i>	
1. FROM (Agency or establishment) <b>Department of Homeland Security</b>		Date Received <i>7/3/08</i>	
2. MAJOR SUB DIVISION <b>National Protection and Programs Directorate</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request, including amendments is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
3. MINOR SUBDIVISION <b>US-VISIT</b>			
4. NAME OF PERSON WITH WHOM TO CONFER <b>Kathy Schultz</b>	5. TELEPHONE <b>202-447-5075</b>	DATE <i>6/22/09</i>	ARCHIVIST OF THE UNITED STATES <i>Adrienne Thomas</i>
6. <b>AGENCY CERTIFICATION</b> 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>3</u> page(s) are not needed now 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 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 <b>6/30/08</b>	SIGNATURE OF AGENCY REPRESENTATIVE <i>Kathleen A. Schultz</i>	TITLE <b>Senior Records Officer</b>	
7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
<b>1</b>	<b>See attached sheet(s) for:</b>  <b>System schedule for Technical Reconciliation Analysis Classification System (TRACS)</b>  <b>Inputs covered by GRS 20</b>		

**U.S. Department of Homeland Security  
Headquarters Systems Schedules**

**US-VISIT**

**Technical Reconciliation Analysis Classification System (TRACS)**

The Technical Reconciliation Analysis Classification System (TRACS) was established to enable the Department of Homeland Security (DHS) to perform a range of information management and analytic functions involving collecting, verifying, and resolution tracking of data:

- identifying individuals who have remained in the United States beyond their authorized stay (overstays),
- determining and tracking the Automated Biometric Identification System (IDENT) watch list promotions and demotions,
- verifying or establishing identity or status on known subjects of interest,
- analyzing data quality and utility,
- analyzing data to establish trends and patterns in the data for future enforcement actions, and
- other analytic functions in support of DHS national security, law enforcement, immigration, intelligence, preparedness and critical infrastructure protection, and other DHS mission-related purposes.

Data is added to TRACS only when a case or investigation is opened. The data in TRACS is used by DHS to carry out various national security, law enforcement, immigration, intelligence, preparedness and critical infrastructure protection, and other DHS mission-related functions and to provide associated management reporting, planning, and other administrative uses.

The data contained in TRACS is primarily from the US-VISIT systems, Arrival and Departure Information System (ADIS) and the Automated Biometric Identification System (IDENT), and a Customs and Border Protection (CBP) system called the Treasury Enforcement Communications System (TECS). TRACS also receives data from a Department of State (DOS) system called the Consolidated Consular Database (CCD), the Student and Exchange Visitor Information System (SEVIS), the Central Index System (CIS), the Computer-linked Application Information Management System (CLAIMS 3), the Refugees, Asylum & Parole System (RAPS), the Deportable Alien Control System (DACS), and the Enforcement Case Tracking System (ENFORCE).

TRACS also supports associated administrative uses, such as training, management reporting, quality control and process improvement, and system planning and analysis.

The data is maintained in TRACS under the authority provided by:

- The Immigration and Naturalization Service Data Management Improvement Act of 2000 (DMIA), Public Law 106–215;
- The Visa Waiver Permanent Program Act of 2000 (VWPPA), Public Law 106–396;
- The Uniting and Strengthening America by Providing Appropriate Tools Required to Intercept and Obstruct Terrorism Act (U.S.A. PATRIOT Act), Public Law 107–56; and
- The Enhanced Border Security and Visa Entry Reform Act (Border Security Act), Public Law 107–173.

## 1. Master File / Data:

TRACS contains biometric, biographic, biometric indicator, immigration/criminal encounter, and information management data.

- Biometric data may include, but is not limited to photographs and fingerprints.
- Biographic data may include, but is not limited to name, aliases, date of birth, nationality, and other personal descriptive data.
- Biometric indicator data may include, but is not limited to fingerprint identification numbers.
- The encounter data provides the context of the interaction (e.g., border entry screening encounter, immigration enforcement encounter, benefit applications information, immigration court data (which could or could not be enforcement data), student information and visa application encounter) with an individual. This data may include, but is not limited to: encounter location, document types, document numbers, document issuance information, conveyance information, and address while in the United States, benefits tracking number, SEVIS (student) number.
- Information management data is used to manage ongoing analyses or investigations and may include, but is not limited to case resolution, status, and comments.

TRACS uses the data from its source systems when necessary to support the analyses, investigations, and management of cases to control illegal immigration, fraud, inquiries, encounters, and investigative referrals. Users will be able to identify patterns for fraud indicators associated with traveler records.

## Disposition (Media Neutral):

TEMPORARY. Destroy or delete when 75 years old or when no longer needed for agency business, whichever is later.

**2. Output:**

Monthly and Annual Statistical Reports

Monthly data is tracked for:

- Individuals who have remained in the United States beyond their authorized stay (overstays);
- IDENT watchlist promotions, demotions and departures

**3. Output:**

Analysis and reports on data which may be relayed to other systems within US-VISIT or to systems in organizations other than US-VISIT.

- Analyze data quality and utility;
- Analyze data to establish trends and patterns for future enforcement actions; and
- Other analytic functions in support of DHS national security, law enforcement, immigration, intelligence, preparedness and critical infrastructure protection, and other DHS mission-related purposes.

**Disposition (Media Neutral):**

TEMPORARY. Cut off at end of fiscal year in which report was created. Destroy 3 years after cutoff.

**Disposition (Media Neutral):**

TEMPORARY. Cut off at end of fiscal year in which output was created. Destroy 10 years after cutoff.