

REQUEST FOR RECORDS DISPOSITION AUTHORITY		LEAVE BLANK (NARA use only)	
To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD, COLLEGE PARK, MD 20740-6001		JOB NUMBER <i>NI-566-08-3</i>	
1. FROM (Agency or establishment) U.S. Department of Homeland Security		Date Received <i>2/6/08</i>	
2. MAJOR SUB DIVISION U.S. Citizenship and Immigration Services (USCIS)		NOTIFICATION TO AGENCY	
3. MINOR SUBDIVISION Office of Field Operations		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request, including amendments is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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 Hugh Jordan	5. TELEPHONE 202-272-1030	DATE <i>2/20/08</i>	ARCHIVIST OF THE UNITED STATES <i>Allen W. ...</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>4</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 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>2/6/08</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i>		TITLE <i>USCIS Records Officer</i>
7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	See attached sheets Benefits Biometric Support System (BBSS) Aliens who have applied for benefits under the Immigration and Nationality Act (I&NA) that requires a criminal background check conducted by the Federal Bureau of Investigation (FBI) must submit or have their fingerprints taken by the U.S. Citizenship and Immigration Services (USCIS). The Benefits Biometric Support System is an enterprise system designed to transmit demographic and fingerprints/ biometric data that is collected at the USCIS Applicant Support Centers (ASCs) for subsequent submission to the FBI.		

We 2/5/08 copies sent to agency, DWMU, DR, & DWCT

Program: Office of Field Operations

Applicability: USCIS Service Centers (SCs) and USCIS Applicant Support Centers (ASCs)

Specific Restrictions: Personally identifiable information and possible law enforcement sensitive information. BBSS and records contained within are protected from unauthorized access through appropriate administrative, physical, and technical safeguards. The safeguards include restricting access to those with a need-to-know to perform their official duties and authorization to access the system through the Office of Field Operations.

Vital Record: Yes

Specific Legal Requirements: 8 USC §§ 1101 et seq.

a. INPUTS

GAS 20, ITEM 2

Categories of Records in the System:

BBSS contains biographical information collected in the process of performing and reviewing background checks (i.e., the process by which USCIS vets an applicant/petitioner for any negative criminal history and verifies applicant/petitioner identity). The records in BBSS are comprised of biographical information and biometrics/fingerprint images that are collected by the USCIS ASC staff. All of this information is collected via the Identix machines that are then transmitted via a secured SMTP process to the corresponding USCIS Service Center (SC) associated with that USCIS ASC for processing prior to submission to the FBI's IAFIS system.

~~PERMANENT. BBSS fingerprints and biometrics data is retained indefinitely per requirements of USCIS Office of Field Operations.~~

TEMPORARY. DELETE / DESTROY AFTER THE DATA HAS BEEN TRANSFERRED TO THE MASTER FILE AND VERIFIED.

b. MASTER FILE

This BBSS database table contains the primary transaction data for all applicants in the system. The BBSS version 4 Service Center document contains a completion description of this table and its fields.

ENTITY

Field Name Label	Field Name	Field Type	Character Length
LAST NAME	LAST_NAME	VARCHAR	50
FIRST NAME	FIRST_NAME	VARCHAR	50
MIDDLE NAME	MIDDLE_NAME	VARCHAR	50
STREET	STREET	VARCHAR	34
CITY	CITY	VARCHAR	28
STATE	STATE_CODE	VARCHAR	2
ZIP	ZIP_CODE	VARCHAR	9
DATE OF BIRTH (1 ST)	DOB_DT_1	DATETIME	
DATE OF BIRTH (2 ND)	DOB_DT_2	DATETIME	
DATE OF BIRTH (3 RD)	DOB_DT_3	DATETIME	
ALIEN NUMBER	ALIEN_NBR	VARCHAR	10
REASON FOR FINGERPRINT	REASON_FP_FORM	VARCHAR	6
SSN (1 ST)	SSN_1	VARCHAR	9
SSN (1 ST)	SSN_1	VARCHAR	9
SSN (1 ST)	SSN_1	VARCHAR	9
LOCAL ORI NUMBER	LOCAL_ORI_NBR	VARCHAR	9
ORI FOR ASC	REGIONAL_ORI_NBR	VARCHAR	9
CITIZENSHIP	CITZ_CODE	VARCHAR	2
GENDER	GENDER_CODE	VARCHAR	1
RACE	RACE_CODE	VARCHAR	1
HEIGHT	HEIGHT	VARCHAR	3
WEIGHT	WEIGHT	VARCHAR	3

EYE COLOR	EYE_COLOR_CODE	VARCHAR	3
HAIR COLOR	HAIR_COLOR_CODE	VARCHAR	3
DATE FINGERPRINTS TAKEN	FP_TAKEN_DT	DATETIME	
TRANSACTION CONTROL NUMBER	TCN	VARCHAR	40
TRANSACTION CONTROL REFERENCE	TCR	VARCHAR	40
TRANSACTION SEQUENCE NUMBER	TSN	VARCHAR	40
SITE CODE	SITE_CODE	VARCHAR	6
DATE SENT TO IAFIS	SEND_DT	DATETIME	
DATE RESPONSE RECEIVED FROM IAFIS	RECV_DT	DATETIME	
DATE IAFIS PROCESSED TRANSACTION	FBI_PROCESS_DT	DATETIME	
IAFIS SEARCH RESULT	SEARCH_RESULT	VARCHAR	1
RETURNED FBI NUMBER FOR AN IDENT	FBI_NBR	VARCHAR	9
REJECT DATA	REJECT_DATA	VARCHAR	130

~~PERMANENT. — DBSS fingerprints and biometrics data is retained indefinitely per requirements of USCIS Office of Field Operations.~~

TEMPORARY. DELETE/DESTROY WHEN NO LONGER NEEDED FOR AGENCY BUSINESS.

c. OUTPUTS:

GRS 201 ITEM 16

The hard copy output for DBSS includes:

- RAP sheets (at SCs)

The electronic output for BBSS includes:

GRS 20, Item 16

- Applicant data file that contains ten-print data and biometrics data
- UK visas output data that is a combined transaction file (demographic data, ten-print data, and biometrics data)

~~PERMANENT. BBSS fingerprints and biometrics data is retained indefinitely per requirements of USCIS Office of Field Operations.~~

~~TEMPORARY. DESTROY WHEN NO LONGER NEEDED FOR~~

d. System Documentation:

AGENCY BUSINESS. GRS 20, ITEM 11

User Manual, Certification and Accreditation documents, and ITLM/SDLC documents

TEMPORARY. Destroy when the system becomes obsolete, superseded, or no longer used for USCIS business.

RETENTION/DISPOSITION

1. **BBSS**

Records are retained indefinitely as fingerprints/biometrics archives for USCIS benefits applicants.

2. **Applicant data file**

The information from these data files are submitted by BBSS. The data files are retained after submission to the FBI and responses received by USCIS.

3. **RAP sheets**

An electronic version of the RAP sheet is retained indefinitely as part of the USCIS benefits applicant's file.

Changes to this schedule were made with the concurrence of the agency records officer.

*TSR
5/5/08*

ATTACHMENT A

Acronym	Description
ASC	Applicant Support Center
BSS	Biometric Storage System
BBSS	Benefits Biometric Support System
C&A	Certification and Accreditation
COTS	Commercial Off-The-Shelf
DHS	Department of Homeland Security
DOJ	Department of Justice
EFTS	Electronic Fingerprint Transmission Standard
FBI	Federal Bureau of Investigation
IIS	Internet Information Services
ISRS	Image Storage and Retrieval System
ITLM	Information Technology Lifecycle Management
NIST	National Institute of Standards and Technology
OFO	Office of Field Operations
ORI	Originating Identifier
SC	Service Center
SDLC	System Development Life Cycle
SMTP	Simple Mail Transport Protocol
SQL	Structured Query Language
SSN	Social Security Number
ST&E	System Test and Evaluation
USCIS	United States Citizenship and Immigration Services
US-VISIT	United States Visitor and Immigrant Status Indicator Technology Program