

# NOTICE - SOME ITEMS SUPERSEDED OR OBSOLETE

## **Schedule Number: N1-567-11-009**

Some items in this schedule are either obsolete or have been superseded by new NARA approved records schedules. This information is accurate as of: 1/22/2025

### **ACTIVE ITEMS**

These items, unless subsequently superseded, may be used by the agency to disposition records. It is the responsibility of the user to verify the items are still active.

1A except for detainee sexual abuse and assault files and death review file

1B, 1C

### **SUPERSEDED AND OBSOLETE ITEMS**

The remaining items on this schedule may no longer be used to disposition records. They are superseded, obsolete, filing instructions, non-records, or were lined off and not approved at the time of scheduling. References to more recent schedules are provided below as a courtesy. Some items listed here may have been previously annotated on the schedule itself.

Item 1A is superseded in part by DAA-0567-2015-0013-0001 for detainee sexual abuse and assault files only

Item 1A is superseded in part by DAA-0567-2015-0013-0003 for detainee death review files only

# NOTICE - SOME ITEMS SUPERSEDED OR OBSOLETE

<b>Request for Records Disposition Authority</b> (See Instructions on reverse)		<b>Leave Blank (NARA use only)</b>	
		Job Number <u>11-567-11-9</u>	
To: National Archives and Records Administration (NIR) 8601 Adelphi Road, College Park, MD. 20740-6001		Date Received <u>10/29/10</u>	
1.eFrom: (Agency or establishment)e U.S. Immigration and Customs Enforcement (ICE)e		<b>Notification to Agency</b> In accordance with the provisions of 44e U.S.C. 3303a, the disposition request, including amendments, is approved excepte for items that may be marked "dispositione not approved" or "withdrawn" in column 10.	
2.eMajor Subdivisione Office of Professional Responsibility (OPR)e			
3. Minor Subdivision Operational Support Unit (OSU)e			
4.eName of Person with whom to confere Joseph M. Gerhart	5.eTelephone (include area code)e (202)e732-6337e	Date <u>8 Sept 11</u>	Archivist of the United States <u>[Signature]</u>
<b>6.eAgency Certificatione</b>  I hereby certify that I am authorized to act for this agency in the matters pertaining to the disposition of its records and that the records proposed for disposal on the attached _____ page(s) are not 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 type="checkbox"/> is not required;e <input type="checkbox"/> is attached; ore <input type="checkbox"/> has been requested.e			
Signature of Agency Representative <u>Joseph M. Gerhart</u>		Title Chief, Records Management Branch  Date (mm/dd/yyyy) <u>10/5/2010</u>	
7. Item Number	8.e Description of Item and Proposed dispositione	9. GRS OR Superseded Job Citatione	10. Action taken (NARA Use Only)
1.	See attached sheet(s) for:  <b>Joint Integrity Case Management System (JICMS)</b>		

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

**U.S. Immigration and Customs Enforcement (ICE)**

**Joint Integrity Case Management System (JICMS)**

The Joint Integrity Case Management System (JICMS) is part of the Department of Homeland Security (DHS) Internal Affairs System of Records. The Office of Professional Responsibility (OPR) is charged with protecting the overall integrity of Immigration and Customs Enforcement (ICE) and conducts investigations on DHS personnel whom fall under OPR's investigative purview. OPR investigates allegations of employee/contractor misconduct impartially, independently and thoroughly. OPR prepares timely and comprehensive reports of investigation for judicial or administrative action.

JICMS serves as the primary case management and supervisory support tool for OPR during the conduct of criminal investigations, management referrals, and/or administrative inquiries. JICMS affords the capability to track allegations of employee misconduct from receipt of the allegation until the time it is fully adjudicated. JICMS collects, compiles and delivers accurate and real time information on investigative activities, case status, and legal/administrative disposition actions to authorized users of the system. In addition, JICMS provides the user with a means to manage workflow; serves as a central repository of corrective actions; and aids in the formation and generation of both management and analytical reports. Access controls are in place and are enforced primarily by controlling access to the network system via the use of a User ID and password, and by controlling access to JICMS itself through the utilization of user roles that grant activity permission based on the users need to know, as determined by management.

**1. Joint Integrity Case Management System (JICMS)**

**A. Master File/Data**

**(1) Case Data**

**CASE SPECIFIC DATA**

Information gathered in the course of an integrity or disciplinary inquiry or investigation which can include:

- Data identifying subject of investigation which may include some or all of the following: full name; date of birth; place of birth; Social Security Number; addresses; duty station; grade; job series; entrance on duty date and case role.
- Details documenting Complaint/Allegation
- Type of investigation
- Assigned case agent
- Case supervisor
- Case status

**Disposition:**

TEMPORARY. Cutoff at end of calendar year investigation is closed. Destroy/delete twenty-five (25) years after cutoff or one (1) year after subject separates from Department of Homeland Security service, whichever is later.

*Superseded by job / item number.*

DAA-0567-2015-0013-0001 & -0002

Date (MM/DD/YYYY):

12/11/2019

*For detainee  
sexual abuse  
and assault  
and death  
review files  
only.*

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

---

**U.S. Immigration and Customs Enforcement (ICE)**

---

- Reports of investigations
- Relevant information and background investigations
- Photographic images
- Voiceprints
- Letters
- E-mails
- Exhibits
- Statements/affidavits
- Data pertaining to the routing of the case between individuals, units, or referrals to other entities

**CASE DISPOSITION DATA**

Various fields to document administrative or judicial action taken in connection with the case (e.g. type of action; date action taken; office/unit/entity taking action; etc.)

**B. Input**

**( 1 ) Integrity/Misconduct Complaint Material**

Complaints are received and reviewed prior to entry into JICMS. All valid complaints are assigned a case number and the information is entered into the system via direct data entry and/or scanning of supporting documentation. Investigative offices and authorized users make additional entries as information is collected. Information may include administrative, investigative or other pertinent documentation to support the complaint/investigation.

**C. Output**

**( 1 ) Reporting Data**

Case specific data extracted from the system that is pertinent to an employee misconduct investigation and/or administrative inquiry.  
e.e.e.e.e

**Disposition (Media Neutral):** *Filing Instruction*  
~~a. VALID Complaint Material/Supporting Documentation~~  
**FILING INSTRUCTION:** Place in corresponding investigative case file. Material/supporting documentation should be dispositioned in accordance with the approved disposition authority for that investigative case file.

b. INVALID Complaint Material/Supporting Documentation  
TEMPORARY. Destroy/delete when no longer needed for administrative, legal, audit or other operational purposes.

**Disposition (Media Neutral):**  
TEMPORARY. Destroy/delete when no longer needed for administrative, legal, audit or other operational purposes.

U.S. Department of Homeland Security  
Headquarters Systems Schedules

U.S. Immigration and Customs Enforcement (ICE)

(2) Management, Statistical and Analytical Reports

Various standard or ad hoc reports can be generated based on the data entry fields contained in JICMS.

Disposition (Media Neutral): 42520 Item 16

TEMPORARY: Destroy/delete when no longer needed for administrative, legal, audit or other operational purposes.