

REQUEST FOR RECORDS DISPOSITION AUTHORITY		LEAVE BLANK (NARA use only)	
		JOB NUMBER <u>NI-563-09-1</u>	
To NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD, COLLEGE PARK, MD 20740-6001		Date Received <u>1/30/09</u>	
1 FROM (Agency or establishment) Department of Homeland Security		NOTIFICATION TO AGENCY	
2 MAJOR SUB DIVISION Management Directorate		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request, including amendments is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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 Office of Security			
4 NAME OF PERSON WITH WHOM TO CONFER Kathy Schultz		5 TELEPHONE 202-447-5075	DATE <u>4/30/09</u> <u>for</u> ARCHIVIST OF THE UNITED STATES <u>Michael J. King</u>
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>2</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 1/26/09	SIGNATURE OF AGENCY REPRESENTATIVE <u>Kathy Schultz</u>		TITLE Senior Records Officer
7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
1	See attached sheet(s) for: DHS Foreign Access Management System(DFAMS) (inputs are covered by GRS 20)		

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

Management

DHS Foreign Access Management System (DFAMS)

NARA # N1-503-09-1

To meet the Department's needs, while managing risks posed by foreign visitors, the Department of Homeland Security (DHS) Office of Security, Counterintelligence & Investigations Division (CIID) has established the DHS Foreign Visitor vetting process. CIID's mission is to conduct defensive activities to identify, analyze, and defend against espionage, foreign intelligence service elicitation activities, and terrorist collection efforts directed against DHS in order to protect critical national assets from adversarial intelligence threats. CIID is responsible for establishing a foreign visitor vetting program, conducting appropriate records reviews, recommending countermeasures, and tracking all foreign visitors throughout the Department. In order to fulfill this mandate, CIID manages a web based system called the DHS Foreign Access Management System (DFAMS).

The DFAMS database is used in conjunction with a policy requiring all employees and contractors to report visits or meetings to the Department by foreign visitors. CIID initiates indices checks through appropriate intelligence community databases to determine if the foreign visitor is a known or suspected intelligence officer, believed to have been co-opted by a foreign intelligence service or possibly associated with a terrorist organization.

CIID does not approve or disapprove any foreign visit. CIID vets foreign visitors and provide risk-based assessments to the visit sponsor. Component heads are the final approval authority for foreign visits. The vetting performed by CIID is accomplished in order to determine the risk to the Department, to help mitigate the risk the visit may pose to U.S. national security, and so CIID can fulfill the mandate to track and analyze foreign visits to DHS facilities.

Legal Authorities

- Homeland Security Act of 2002
 - Section 811(c) of the Intelligence Authorization Act of 1995 (50 U.S.C. § 402a)
 - Presidential Decision Directive 12, "Security Awareness and Reporting of Foreign Contacts," August 5, 1993, August 5, 1993
 - Executive Order 12923 Continuation of Export Control Regulations, 30 June 1994
 - DHS Directive 121-01, Chief Security Officer
 - DHS Management Directive 11042.1, Safeguarding Sensitive But Unclassified (For Official Use Only) Information
 - DHS Management Directive 11052, Internal Security Program
 - National Disclosure Policy-1 (NDP-1), "National Policy and Procedures for Disclosure of Classified Military Information to Foreign Governments and International Organizations," October 2000
 - Director of Central Intelligence Directive (DCID) 6/6, "Security Control on the Dissemination of Intelligence Information"
 - Designation of Chief Security Officer as Senior Agency Official, March 3, 2004
 - Delegation of Authorities from the Assistant Deputy Director of National Intelligence for Security to Chief Security Officer, Department of Homeland Security, March 13, 2006
 - DHS Delegation Number 8150, "Delegation to Chief, Office of Security of Determination Authority and Cognizant Security Authority"
 - "Vetting Process for Foreign Visitors" Memorandum, Janet Hale, DHS Undersecretary for Management, 8 February 2006.
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**U.S. Department of Homeland Security
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NY-503-09-1

① Master File / Data:

Foreign Visitor Information

Information collected on foreign visitor(s) to the Department will include name, known aliases, title or position held, date of birth, place of birth, passport number, country of citizenship, visa information, the stated reason for the visit, and the DHS component sponsoring the visit. When available, listed by name only, will be the DHS employee or contractor designated as the point-of-contact for the component.

Disposition:

TEMPORARY. Cut off at the end of the fiscal year when the case is closed. Destroy 20 years after cut off.

② Output:

Trend Analysis and Generic Quarterly Reports

Reports for determining particular foreign countries that are collecting DHS information as well as the information they are collecting (These reports are classified and maintained electronically.)

Disposition (Media Neutral):

TEMPORARY. Cut off at the end of the fiscal year when the case is closed. Destroy 20 years after cut off.