REQUEST FOR RECORDS DISPOSITION AUTHORITY

JOB NUMBER 𝓃1-566-06-3

To NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)
WASHINGTON, DC 20408

DATE RECEIVED 9-27-2006

1 FROM (Agency or establishment)	NOTIFICATION TO AGENCY
Department of Homeland Security	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disposition request, including amendments, is approved except for items that may be marked disposition not approved or ✗withdrawn✗ in column 10

2 MAJOR SUBDIVISION

United States Citizenship and Immigration Service (USCIS)

3 MINOR SUBDIVISION

Office of Field Operations

4 NAME OF PERSON WITH WHOM TO CONFER	5 TELEPHONE	DATE	ARCHIVIST OF THE UNITED STATES
Ruth E. Jones	(202) 616-2575	2-14-07	Allen Weinstein

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 ____ page(s) are not now 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,

[X] is not required,   [ ] is attached, or   [ ] has been requested

DATE 9-13-06 ~~8/29/06~~	SIGNATURE OF AGENCY REPRESENTATIVE *Marian K Smith*	TITLE USCIS 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7 Item No	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)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	**BACKGROUND CHECK SERVICE (BCS)** **Description.** The Background Check Service (BCS) is being developed to route, track, store, and consolidate all USCIS background check activities into a centralized system. The system will consolidate previously disparate systems and provide a central web-based interface for adjudicators to submit background check requests and view all background check activity related to a benefit applicant/petitioner. **Categories of Individuals Covered By The System:** Individuals covered by provisions of the Immigration and Nationality Act (INA) of the United States (e g applicants/petitioners for immigration benefits) All applicants/petitioners will have a background check administered before a benefit case is determined		

CC Agency, NR, NWMD, NWMIr

The BCS will interface with all USCIS benefit application data, the FBI and CBP for Name Check data, and the FBI for Fingerprint data

Program: Office of Field Operations

Applicability: Agency-wide

Specific Restrictions Personally identifiable information and possible law enforcement sensitive information BCS 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, using a user ID and password issued by the Password Issuance Control System (PICS)

Vital Record: Yes

Specific Legal Requirements: 8 USC §§ 1101et seq

    a. **INPUTS.**

Categories of Records In The System:
The BCS will contain 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 history and verifies applicant/petitioner identity) The records in BCS will be comprised from derived data from USCIS case managements systems (see below) and derived data from the Federal Bureau of Investigation's National Name Check Program, the FBI's Criminal Fingerprint Check and Custom and Border Protection's (CBP) Treasury Enforcement Communication System / Interagency Border Inspection System (TECS/IBIS)

USCIS Case Management Systems providing data to BCS include the
- Computer-Linked Application Information Management System (CLAIMS) 3, which is used to process applications including, but not limited to, an Adjustment of Status (Green Card) and Temporary Protective Status (TPS),
- CLAIMS 4, which is used to process applications for Naturalization,
- Refugee Asylum Parole System (RAPS), which is used to process Asylum applications, and
- Marriage Fraud Assurance System (MFAS), which is used for processing information relating to investigations of marriage fraud

TEMPORARY Delete/Destroy after the data has been transferred to the Master File and verified

    b. **MASTER FILE:**
ENTITY

ACQUISITION_DATE	BEGIN_DATE	GEOPOLITICAL_REGION_NAME	REQUEST_STATUS_ID
ACTIVE_OFFICE_FLAG	BIRTH_DATE_ID	HAIR_COLOR_CODE	REQUEST_STATUS_NAME
ADDRESS_ID	BIRTH_DATE	HAIR_COLOR_DESCRIPTION	REQUEST_TYPE
AGENCY_CODE_ID	BIRTH_PLACE_DESCRIPTION	HEIGHT	RESPONSE_CODE
AGENCY_NAME	CHARACTER_LENGTH	HOST_ADDRESS	RESPONSE_CODE_DESCRIPTION
AGENCY_NUMBER	CHECK_REQUEST_ID	IDENTIFYING_CODE_DESC	RESPONSE_CODE_ID
	CIS_RESPONSE_ID	IDENTIFYING_CODE_ID	RESPONSE_DATA
ALIAS_FLAG	CIS_RESPONSE_RES_CODE	IDENTIFYING_CODE_NAME	RESUBMIT_CODE
APPLICATION_CERT_FLAG	CIS_RESPONSE_RES_DESC	IDENTIFYING_NUMBER	RESUBMIT_CODE_DESCRIPTION
APPLICATION_DATE	CITY_NAME	IMAGE_ID	REVISION_DATE

APPLICATION_REASON_CODE	CLASS_DESCRIPTION	IMAGE_LOCATION	SCANNER_ID
APPLICATION_REASON_DESC	CODE	IMPORT_STATUS	SCANNER_MAKE
BC_UTID	CODE_DESCRIPTION	INTERNATIONAL_DIAL_CODE	SCANNER_MODEL
BC_RESPONSE_ID	CODE_ID	LAST_NAME	SCANNER_SERIAL_NUMBER
BCS_ADDRESS	CODE_NAME	LAST_UPDATE_USER_NAME	SEQUENCE_NUMBER
BCS_AGENCY	COLUMN_ID	LAST_UPDATED_DATE	START_DATE
BCS_AGENCY_CODE_GEOPOLITICAL_J	COLUMN_NAME	LAST_UPDATED_USER	STATE_ID
BCS_AGENCY_CODE_TYPE	COMBO	LAST_UPDATED_USER_NAME	STATUS_COMMENT_DESCRIPTION
BCS_APPLICATION_REASON_CODE	COUNTRY_CODE	LENGTH	STREET_LINE_1_ADDRESS
BCS_BC_CHECK_REQUEST	CORRELATION_ID	LOCATION DESCRIPTION	STREET_LINE_2_ADDRESS
BCS_BC_RESPONSE	CREATE_DATE	LOCATION_CODE	SUBJECT_STATUS_DESC
BCS_BC_STATUS_J	CREATE_NOTE	LOCATION_CODE_DESCRIPTION	SUBMITTING_EMPLOYEE
BCS_BIRTH	CREATOR_USER_NAME	LOCATION_ID	SUFFIX_NAME
BCS_CIS_RESPONSE_RES_CODE	DATE_RECEIVED	LOCATION_NAME	SYSTEM_ID
BCS_DISABILITY_CODE	DEACTIVATE_DATE	LOCATION_TYPE_CODE	SYSTEM_NAME
BCS_EMPLOYER	DEACTIVATE_NOTE	LOCATION_TYPE_DESCRIPTION	TABLE_NAME
BCS_ENTITY_COLUMN	DEACTIVATOR_USER_NAME	MAIDEN_FLAG	TEMPLATE
BCS_EYE_CODE	DIRECTION	MARITAL_STATUS_CODE	TEMPLATE_ID
BCS_FILE	DISABILITY_CODE	MARITAL_STATUS_DESCRIPTION	TEMPLATE_ID
BCS_FINGER	DISABILITY_DESCRIPTION	MARRIAGE_ID	TEST_FLAG
BCS_FINGERPRINT_CARD	DISABILITY_ID	MIDDLE_NAME	TITLE
BCS_FINGER_IMAGE	DOMESTIC_FLAG	NAME	TOTAL_ERRORS
BCS_FORM_CODE	DROP_DOWN_TEXT	NAME_ID	TOTAL_PROCESSED
BCS_GENDER_CODE	EDITABLE_FLAG	NATIONALITY_CODE	TOTAL_RECEIVED
BCS_GEOPOLITICAL_AREA	EDUCATION_LEVEL	NATIONALITY_DESC	UTID
BCS_GEOPOLITICAL_REGION_TYPE	EMPLOYEE_ID	OCCUPATION_DESC	VALUE
BCS_HAIR_CODE	EMPLOYER_ID	ORI_CODE	VERSION_NUMBER
BCS_IDENTIFYING_CODE	EMPLOYER_NAME	PATTERN	WEIGHT
BCS_IDENTIFYING_NUMBER	END_DATE	PER_PERSON_ID	
BCS_LOCATION	END_PLACE_CITY_NAME	PERSON_ID	
BCS_LOCATION_CODE	EYE_CODE	PERSONAL_RELATIONSHIP_CODE	
BCS_LOCATION_TYPE	EYE_DESCRIPTION	PERSONAL_RELATIONSHIP_DESC	
BCS_LOOKUP_CODE	FILE_DESCRIPTION	PHONE_ID	

BCS_MARITAL_STATUS_CODE	FILE_ID	PHONE_NUMBER	
BCS_MARRIAGE	FILE_NAME	PLACE_CITY_NAME	
BCS_NATIONALITY_CODE	FILE_PATH	PORT	
BCS_PERSON	FINGER_NUMBER	PORT_OF_ENTRY_FLAG	
BCS_PERSONAL_RELATIONSHIP_CODE	FINGER_STATUS	POSTAL_CODE	
BCS_PERSON_EMPLOYER_J	FINGERPRINT_CARD_ID	PRIORITY_CODE	
BCS_PERSON_NAME	FIRST_NAME	PRIORITY_CODE_DESCRIPTION	
BCS_PHONE	FORM_CODE	PRIORITY_JUSTIFICATION	
BCS_PRIORITY_CODE	FORM_DESCRIPTION	PROCESS_DATE	
BCS_RACE_CODE	FORM_TYPE_DESCRIPTION	QC_PERSON	
BCS_REQUEST	GENDER_CODE	RACE_CODE	
BCS_REQUEST_STATUS	GENDER_DESCRIPTION	RACE_CODE_DESCRIPTION	
BCS_BC_RESPONSE	GEO_GEOPOLITICAL_ID	REFERENCE_NUMBER	
BCS_RESPONSE_CODE	GEOPOLITICAL_CODE	REPORT_SERVER	
BCS_RESUBMIT_CODE	GEOPOLITICAL_ID	REPORT_TEMPLATE	
BCS_SCANNER	GEOPOLITICAL_NAME	REQUEST_DATA	
BCS_SYSTEM	GEOPOLITICAL_NOTE_TEXT	REQUEST_DATE	
BCS_TEMPLATE	GEOPOLITICAL_R_T_CODE	REQUEST_STATUS_DESCRIPTION	

TEMPORARY   Delete/Destroy when 75 years old   If the data becomes too large, it will be copied onto electronic media and stored at the Verizon Data Center in Washington, D C or USCIS—Headquarters

    c.   <u>OUTPUTS</u>: Reports, etc

          TEMPORARY   Delete/destroy when no longer needed for agency business

    d.   <u>System Documentation:</u>

          User Manual, System Design Life Cycle 6 0, Certification and Accreditation, Privacy Impact Assessment, and Systems of Record Notice

          TEMPORARY Destroy when the system becomes obsolete, superseded, or no longer needed for agency business

 <u>Privacy Act Restriction: 552a (b) (3)</u>   The Secretary of Homeland Security has exempted this system from subsections (c)(3) and (4), (d), (e)(1), (2) and (3), (e)(4)(G) and (H), (e)(5) and (8) and (g) of the Privacy Act   These exemptions apply only to the extent that records in the system are subject to exemption pursuant to 5 U S C 552a(j)(2) and (k)(2)   The Department of Homeland Security has published implementing regulations in accordance with the requirements of 5 U S C 553 (b), (c), and (e) and these have been published in the Federal Register and can be found at 6 CFR Appendix C to Part 5