REQUEST FOR RECORDS DISPOSITION AUTHORITY	LEAVE BLANK (NARA use only)
	JOB NUMBER *N1-566-08-10*

To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION

To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD, COLLEGE PARK, MD 20740-6001	Date Received *4/9/08*
1. FROM (Agency or establishment) **Department of Homeland Security**	NOTIFICATION TO AGENCY
2. MAJOR SUB DIVISION United States Citizenship and Immigration Services (USCIS)	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request, including amendments is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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 Field Operations**	

4. NAME OF PERSON WITH WHOM TO CONFER	5. TELEPHONE	DATE	ARCHIVIST OF THE UNITED STATES
Bill Hall	202-272-8535	*8-28-08*	*Adrienne C Thomas*

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 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,

☒ is not required	☐ is attached; or	☐ has been requested.

DATE	SIGNATURE OF AGENCY REPRESENTATIVE	TITLE
4-10-08		*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 GRS OR SUPERSEDED JOB CITATION	10.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)
	See attached sheets		
1	Description: ISRS is a USCIS corporate repository of biometric and biographic data. It enables users to query the repository of image sets used to produce Permanent Resident Cards (PRC), Employment Authorization Document (EAD) cards, old Border Crossing Cards (BCC), Reentry Permits (REP), and Refugee Travel Documents (RTD) in order to access biometric and biographic data. Applicants originally provided this data when applying for certain USCIS benefits, such as an "Alien Registration Card". This card production data consists of biometric data (photo, fingerprint, and signature) and biographic data (name, country of birth, etc.). The applicant's originally provided this data when they applied for certain immigration benefits, such as: • Permanent Resident Card (PRC), aka Alien Registration Card (ARC) or Legal Permanent Reside • Employment Authorization Document (EAD) • Refugee Travel Document (RTD) • Reentry Permit (REP)		

115-109   PREVIOUS EDITION NOT USABLE   STANDARD FORM 115 (REV. 3-91)
PRESCRIBED BY NARA 36 CFR 1228

SF115 Continued

The ISRS stores USCIS benefit application biometric images (photograph, fingerprint and signature) and basic biographic data collected through the Integrated Card Production System (ICPS) at the USCIS Service Centers. This provides rapid access to the collected data by authorized USCIS parties to verify the identity of registered resident aliens and for policing illegal entry into and residence within the United States. It also interfaces with US-VISIT (IDENT) for Name Check data.

Program: Office of Field Operations

Applicability: USCIS, ICE, CBP and other Law Enforcement Agencies

Specific Restrictions: Personally Identifiable Information (PII) and possible law enforcement sensitive information. ISRS 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.

Vital Record: Yes

a) INPUTS
Categories of Records in the System   *GRS 20, ITEM 2*
The ISRS contain biometric and biographical information collected from USCIS Service Centers through Custom Immigration Service forms. ISRS enables users to query the repository of image sets used to produce Permanent Resident Cards (PRC), Employment Authorization Document (EAD) cards, old Border Crossing Cards (BCC), Reentry Permits (REP), and Refugee Travel Documents (RTD) in order to access biometric and biographic data. Applicants originally provided this data when applying for certain USCIS benefits, such as an "Alien Registration Card".

NPS
The Service Centers and the Laser Visa/BCC application submit the card print request to ICPS. After the card is produced, card production data is sent back to the requesting site. This information includes card serial number, production date and time, etc. Since the ISRS is intended to be a corporate repository, it was decided to transfer certain biometric and biographic data so that it could be available to USCIS community.

BBSS
The BBSS accomplishes the following:
(1) Electronically capture, store, and forward an applicant's masthead data and fingerprints from an Application Support Center (ASC) to one of the Service Centers (SCs) or the National Benefits Center (NBC);
(2) Request a search of Federal Bureau of Investigation (FBI) criminal history databases for records that may disqualify an applicant for benefits;
(3) Correct erroneous masthead information at the SC following an immediate reject and resubmit an FBI search request;
(4) Provide FD-258 Enterprise Edition (EE) / Background Check Service (BCS) send records and response records;
(5) Create and maintain a 10-print Electronic Fingerprint Transmission Specification (EFTS) archive at the Department of Homeland Security (DHS) central site (CS);
(6) Create and maintain searchable Audit Logs at the ASC, SCs, and CS; and

The purpose of the ISRS/BBSS interface is to support the US-VISIT applications:
- Timeline mandated by Congress; and
- USCIS ten-print data requirements

The goals of the Interface are to populate the ISRS database with masthead data from all available 10-print records, and following the initial load, to store on a near-real-time basis 10-print masthead records submitted at the ASCs.

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

b) MASTER FILE

The master file stores USCIS benefit application biometric images and basic biographic data collected.

DISPOSITION: TEMPORARY: Delete/Destroy when no longer needed for agency business.

c) OUTPUTS GRS 20, ITEM 16

Weekly and Monthly reports, Data parsed into IDENT etc

DISPOSITION: TEMPORARY: Delete/Destroy when no longer needed for agency business.

d) SYSTEM DOCUMENTATION GRS 20, ITEM 11

User Manual, System Design Life Cycle 6.0, Certification and Accreditation, Privacy Impact Assessment and Systems of Record Notice (SORN).

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