Request for Records Disposition Authority (See Instructions on reverse)	Leave Blank (NARA use only)
	Job Number *NI-567-09-2*
To National Archives and Records Administration (NARA) 8601 Adelphi Road, College Park, MD 20740-6001	Date Received *5/21/09*

1 From (Agency or establishment) Immigration and Customs Enforcement (ICE)	**Notification to Agency** 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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10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 Federal Protection Service (FPS)	
3 Minor Subdivision	

4 Name of Person with whom to confer Joseph M Gerhart	5 Telephone (include area code) 202-732-6337	Date *11-9-09*	Archivist of the United States *Adrian Thomas*

6 Agency Certification

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 __1__ 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 Manuel for Guidance of Federal Agencies,

☒ is not required, ☐ is attached, or ☐ has been requested

Signature of Agency Representative *Joseph M Gerhart*	Title Chief, Records Management Branch	Date (mm/dd/yyyy) *04/30/2009*

7 Item Number	8 Description of Item and Proposed disposition	9 GRS OR Superseded Job Citation	10 Action taken (NARA Use Only)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 **Academy Class Management System (ACMS)** **Note:** *System Inputs to be covered by **GRS 20** ~~*System Outputs to be covered by GRS 20~~		

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Previous Edition not Usable

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Standard Form 115 (REV 3-91)
Prescribed by NARA 36 CFR 1228

Academy Class Management System (ACMS)   NARA # NI-567-09-2

Academy Class Management System (ACMS) is a web based application that supports and processes student training data of
U S Immigration and Customs Enforcement (ICE), ICE/Federal Protection Service (FPS), Citizenship and Immigration Services (CIS) organizations
and Federal Law Enforcement Training Center (FLECTC) and Customs and Border Patrol (CBP) components of DHS interface with the application

ACMS system provides automation support in the class management areas of planning, organizing, monitoring, controlling, evaluating, and
reporting More specifically, the enterprise software is used for scheduling and activation of academy sessions, field observation reporting,
registration of trainees, creation of student sections, establishment of groups, assignment of instructors, processing of test and quiz grades, tracking
of physical skills training (firearms, drivers training, physical tactics, fitness etc) as well as practical exercises, monitoring of trainee progress,
electronic generation of documents/forms/letters/management reports, and for producing a wide range of information needed to manage the
Academy's classes

① **Input:**

~~Student Biographical Data is collected on Scan Tron Biographical~~
~~Questionnaires and physically Scanned into the ACMS~~

20   2a(4)
~~Disposition (Media Neutral):~~ GRS ~~04~~, Item ~~20a(4)~~
~~Temporary Delete when data has been entered into the~~
~~master file or database and verified, or when no longer~~
~~required to support reconstruction of, or serve as a backup to a~~
~~master file or database, whichever is later~~

② **Master File / Data:**

The ACMS database contains information, which is identified as
Sensitive but Unclassified (SBU) Law Enforcement training
information
  Student Names
  Gender
  National Origin
  Social Security Numbers
  Salary Grade/Step
  Entered on Duty Date
  Scheduling

Disposition:
a Records of Students Completing Training
  Temporary Cutoff at end of calendar year training course
completed Destroy 40 years after cutoff

b Records of Students That Do Not Complete Training
  Temporary Cutoff at end of calendar year of training course
Destroy 3 years after cutoff

Immigration and Customs Enforcement (ICE)   NARA job# NI-567-09-2

Trainee Registration
Training and Excercises
Test Grades
Student Progress and Evaluations
Conduct/Efficiency Reports

③ **Output:**

Class management support reports
Monitoring
Evaluations
Schedules
Academy Session Activation
Field Observation
Trainee Registration
Student Assignments
Student Tests and Quiz Grades
Student Physical Skills Training
Trainee Progress

Disposition (Media Neutral):

Temporary   Delete when the agency determines that they are no longer needed for administrative, legal, audit or other operational purposes