Request for Records Disposition Authority	Leave Blank (NARA use only)
(See Instructions on reverse)	**Job Number** *NF567-09-7*
	Date Received *9/24/09*

To National Archives and Records Administration (NIR)
8601 Adelphi Road, College Park, MD 20740-6001

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10

1 From (Agency or establishment)
Immigration and Customs Enforcement (ICE)

2 Major Subdivision
Office of the Principal Legal Advisor (OPLA)

3 Minor Subdivision

4 Name of Person with whom to confer	5 Telephone (include area code)	Date	Archivist of the United States
Joseph M Gerhart	202-732-6337	*03 Nov 10*	

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 __2__ 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,

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

Signature of Agency Representative	Title	Date (mm/dd/yyyy)
Joseph M Gerhart	Chief, Records Management Branch	*09/11/2009*

7 Item Number	8 Description of Item and Proposed disposition	9 GRS OR Superseded Job Citation	10 Action taken (NARA Use Only)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 **General Counsel Electronic Management System (GEMS)** **Note:** *System Inputs covered by **GRS 20** *System Outputs (Ad Hoc Reports)covered by **GRS 20** *System Outputs (FOIA Reports)covered by **GRS 14**		

General Counsel Electronic Management System (GEMS)

The General Counsel Electronic Management System (GEMS) is a case management system used primarily by attorneys in the Office of the Principal Legal Advisor (OPLA) at U S Immigration and Customs Enforcement (ICE) to manage their immigration cases The basic function of the system is to provide attorneys with comprehensive information on cases being litigated under the Immigration and Nationality Act in immigration and federal courts

GEMS 'Courtroom Mobility component allows ICE attorneys to more effectively manage and update case data while present in the courtroom With this component, an attorney downloads the GEMS case data including any relevant documentation to a secure laptop where the data is encrypted While in the courtroom, the attorney can access and update the case records and documents on the laptop and capture notes and proceeding results in real time When the attorney returns to the office and reconnects to the ICE network, the Courtroom Mobility component allows the attorney to upload the changes to the GEMS database

The web view component of GEMS provides a direct "read only" link to the Enforcement Integrated Database (N1-563-04-2) Searchable data includes
 Case ID
 Case Hearing ID
 Type of Hearing
 Name of Court
 Court Location
 Immigration Judge
 Schedule Date for Hearing
 Start and End Time for Hearing

GEMS' Project Management component enables GEMS users to create and manage new projects

GEMS is also used to print documents in response to Freedom of Information Act (FOIA) requests, and ad hoc reports

GEMS interfaces with the following systems

 Refugee, Asylum, and Parole System (RAPS) which is a U S Citizenship and Immigration Services (USCIS) system RAPS provides GEMS with additional information on asylum cases including biographical information about the alien, information about the asylum case, and the results of various database searches done on the alien as part of the case

 Treasury Enforcement Communication System/Interagency Border Inspection System (TECS/IBIS), which is a Customs and Border Protection

(CBP) system TECS/IBIS provides GEMS with records of individuals with immigration-related issues The user is able to see biographical information about the alien and remarks about the individual entered by CBP officers at the border

Case Access System for EOIR (CASE), which provides a real-time connection This connection not only provides additional information regarding hearings and schedules but also ensures that the information is current The Web View component also allows users to search for calendar information for a particular court or to retrieve the court dates (past, present, and future) for a given alien

1. General Counsel Electronic Management System (GEMS)

A. Master File/Data

(1) Case Data

GEMS maintains case data, including biographic information, and any relevant documentation It also maintains case scheduling information, notes, case summaries, and case relevant data from RAPS, TECS, and CASE systems

Disposition:

Temporary Cutoff at end of fiscal year of last administrative action Destroy 75 years after cutoff