

Request for Records Disposition Authority
(See Instructions on reverse)

Leave Blank (NARA use only)

Job Number *NI-567-11-3*

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

Date Received *10/29/10*

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

Notification to Agency
In accordance with the provisions of 44 USC 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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10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
National Incident Response Unit (NIRU)

3 Minor Subdivision

4 Name of Person with whom to confer
Joseph M Gerhart

5 Telephone (include area code)
(202) 732-6337

Date
10-6-11

Archivist of the United States
WITHDRAWN

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 _____ 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 Manual for Guidance of Federal Agencies,

is not required, is attached, or has been requested

Signature of Agency Representative

Title
Chief, Records Management Branch

Date (mm/dd/yyyy)
10/5/2010

7 Item Number	8 Description of Item and Proposed disposition	9 GRS OR Superseded Job Citation	10 Action taken (NARA Use Only)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 ICE Link PORTAL		

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

U.S. Immigration and Customs Enforcement (ICE)

N1-567-11-03

ICE Link Portal (SECURE PORTAL)

The ICE Link Portal (PORTAL) is a secure, web-based application maintained by the National Incident Response Unit (NIRU) of U S Immigration and Customs Enforcement (ICE) that facilitates information sharing and collaboration in an online, real-time environment among Federal, state, local, tribal, and international agencies, and limited private sector entities involved in identifying and preventing terrorism, and in crisis and incident management activities that impact ICE personnel and many U S government facilities

The PORTAL specifically supports information sharing and collaboration among participating entities in the following ways

The PORTAL supports tactical incident awareness and information sharing related to Continuity of Operations (COOP) and Emergency Relocation Group (ERG) activities, officer safety, and force protection For example, users shared information with the U S Secret Service during the 2009 Presidential Inauguration to help protect federal buildings and ICE employees

The PORTAL disseminates meaningful incident information as well as intelligence and security information in support of the National Infrastructure Coordinating Center (NICC)/Government Facilities Sector on behalf of the Federal Protective Service (FPS) For example, users shared informational alerts from the Veteran's Administration in June 2009 to promote incident awareness via external messaging to relevant local, regional and national groups when a suspect - in the National Capitol Region - indicated he wanted to harm federal officials or commit a crime at a federal facility

The PORTAL facilitates collaboration among ICE and allied law enforcement/force protection personnel on incidents of national or regional impact both asynchronously and in real-time (i e National Special Security Events (NSSE), Natural Disasters, and terror threats) For example, users send information awareness alerts from public media to external email addresses regarding floods in the Midwest, the Superbowl, etc

The PORTAL supports secure collaboration among participating entities by promoting the sharing of documents, text, and messaging at the controlled unclassified information (CUI) level in support of "all hazards" preparation, planning, monitoring, response and recovery For example, users select the library to access daily, weekly, monthly, and special bulletins from various law enforcement and military force protection units that are relevant to their mission

The value of the information in the system degrades quickly Therefore, information in the system is for current operations Information can be placed into the system daily, weekly, or monthly After sixty (60) days the majority of the information has no current business value A small percentage (15%) may be retained for reference purposes

Documents are not printed from the system

ICE Link Portal (SECURE PORTAL) - attachment to SF 115

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

U.S. Immigration and Customs Enforcement (ICE)

N1-567-11-03

1. ICE Link Portal (SECURE PORTAL)

A. Master File/Data

(1) Subject Information

The PORTAL maintains information on individuals who are the subjects of user communications, postings, and uploaded documents and other materials. As the PORTAL is designed to share information about incidents, officer safety, and force protection, various types of information are posted to the real time exchange, forum discussions, and libraries in the PORTAL. Such information includes but is not limited to wanted person/vehicle information, lookouts, vehicle identifiers, civil or criminal history information, Improvised Explosive Device identifiers and serial numbers, uniform resource locators (URLs), internet protocol addresses, biographic identification for lookouts, photographic facial image, NCIC fingerprint classification or other unique identifying numbers or characteristics.

The value of the information in the system degrades quickly. Therefore, information in the system is for current operations and can be placed into the system daily, weekly, or monthly. Whenever new information is entered, the previous information becomes obsolete, and, after sixty (60) days the majority of the information has no current business value.

Disposition:

TEMPORARY Destroy/delete when superseded or becomes obsolete, whichever comes first *

*NOTE Users that have been granted the authority to manage their own Communities of Interest (COI) within PORTAL are bound by their respective records management requirements for the proper maintenance and disposition of records. ICE is not the custodian of any information placed in a COI that is not managed by ICE. Information in a COI that is shared with ICE or managed by ICE is subject to ICE records management requirements prescribed either through an agreement or an approved Request for Disposition Authority (SF-115).

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

U.S. Immigration and Customs Enforcement (ICE)

N1-567-11-03

(2) User Registration Information and Administration Rights

The PORTAL collects registration information from each prospective user, which is used to validate their eligibility to become a user of the PORTAL and/or a Community of Interest (COI). Users are individuals who work for Federal, state, local, tribal or international government agencies, typically in a law enforcement, intelligence, homeland security, crisis management, or first responder position. Users also include individuals who work for certain private sector organizations in a first responder capacity. The information collected is name, contact information, employment information (sponsor organization, job title, etc.), and address information. Other information that is not personal in nature may also be collected, such as the types of emergency resources that the user's organization maintains that can be made available in incidents or emergencies. The registration information collected is the same for all PORTAL COIs, and does not vary for any prospective user, COI or for any other instance.

Administration rights are also maintained within PORTAL and designates the authority to Users to manage COIs where appropriate.

Disposition:

TEMPORARY Destroy/delete six (6) years after user account is terminated or password is altered or when no longer needed for investigative or security purposes [GRS 24, Item 6(a)]

(3) "Call Trees" and Organizational Contact Rosters

"Call Trees" are maintained for Continuity of Operations and emergency relocation of ICE personnel. These "Call Trees" can include home addresses, home telephone numbers, and cell phone numbers of agency personnel. In order to perpetuate the business of the Government in a law enforcement environment, organizational directories are maintained. These directories would generally include names and business phone numbers.

Disposition:

TEMPORARY Destroy/delete when superseded or when no longer needed for administrative purposes