

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> (See Instructions on reverse)		<small>LEAVE BLANK (NARA use only)</small>	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER <b>N1-85-98-1</b>	
1 FROM (Agency or establishment) <b>DEPARTMENT OF JUSTICE</b>		DATE RECEIVED <b>4-14-98</b>	
2 MAJOR SUBDIVISION <b>IMMIGRATION &amp; NATURALIZATION SRVC.</b>		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
3 MINOR SUBDIVISION <b>RECORDS POLICY &amp; ANALYSIS BRANCH</b>			
4 NAME OF PERSON WITH WHOM TO CONFER <b>DIANA CAMPBELL</b>	5. TELEPHONE <b>514-4913</b>	DATE <b>11-4-98</b>	ARCHIVIST OF THE UNITED STATES <i>John W. Carl</i>

<b>6. AGENCY CERTIFICATION</b> 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, <input checked="" type="checkbox"/> is not required; <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.		
DATE <b>4-8-98</b>	SIGNATURE OF AGENCY REPRESENTATIVE <i>Veola Rouse</i> <b>VEOLA ROUSE</b>	TITLE <b>ASSISTANT DIRECTOR</b>

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	<p style="text-align: center;"><b>FIREARMS OPERATING MODULE (FOM)</b></p> <p>FOM is a subsystem of the Asset Management Information System (AMIS). AMIS's database is the central storage point for complete property management data. It is an electronic tracking system which documents and provides an automated inventory of INS owned and controlled assets, from initial receipt through use to consumption/disposition. It supports the acquisition, conservation, utilization, maintenance/repair, and disposal of personal and real property. Information contained in AMIS is extracted from paper records, forms and cards.</p> <p style="text-align: center;"><b><u>RETENTION/DISPOSITION</u></b></p> <p>Electronic and paper records should be retained in accordance with GRS 3 and 4</p> <p><b>Produce Reports</b>, provide regularly scheduled inventory reports and standardized forms to all appropriate offices. These reports include (a) a periodic inventory report to review custodianship and reconcile physical inventories, (b) a report to show all property with disposition instructions that have not been carried out in 60 days, and (c) a local report that prints all property placed "on hold", when and by whom.</p>		

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REQUEST FOR RECORDS DISPOSITION AUTHORITY — CONTINUATION		JOB NUMBER	PAGE OF
7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	<p><b><u>Ad Hoc Queries.</u></b> include the status and location of property at any phase of its life cycle. the report can display the status and detailed information about one or more pieces of property, such as an item cost, date placed in or removed from service, and total expended for maintenance and repair</p> <p><b><u>RETENTION/DISPOSITION</u></b></p> <p>Hard copies of produce and ad hoc reports are maintained at INS office sites in accordance with GRS 3 and 4. Electronic reports are automatically deleted from the system within 72 hours.</p> <p><b><u>FOM</u></b> provides an automated inventory of the life cycle of firearms issued to and returned by INS enforcement personnel. The following data elements included in FOM are extracted from paper records, forms and cards.</p> <ol style="list-style-type: none"> <li>1 serial number of firearm</li> <li>2. name of employee</li> <li>3. social security number</li> <li>4 declaration of qualification</li> <li>5 date issued and returned</li> <li>6 firearms qualifications scores</li> <li>7 qualifications roster of all officers issued firearms</li> </ol> <p>The FOM's records are stored in a database and retrieved by last name and social security number of the employee. The information is downloaded onto cartridges and archived at the Justice Data Center.</p> <p><b><u>RETENTION/DISPOSITION</u></b></p> <p><b>Records on Destroyed Firearms</b> Archive after three years, store at the Justice Data Center. Destroy when ten years old</p> <p><b>Lost/Stolen Firearm Records</b> Archive after three years, store at the Justice Data Center. Destroy when 20 years old</p> <p><b><u>Restriction:</u></b> Privacy Act 552a (b)(3)</p> <p><b>*NOTE:</b> The AMIS system of records are covered under items in GRS 3 and 4. This schedule pertains to the FOM subsystem of records as it relates to enforcement retention not covered/included under GRS 3 and 4.</p>		