

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> <i>(See instructions on reverse)</i>	
To: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) Washington, DC 20408	
1. FROM (Agency or establishment) Department of the Treasury	
2. MAJOR SUBDIVISION U.S. Customs Service	
3. Minor Subdivision Office of Finance	
4. NAME OF PERSON WITH WHOM TO CONFER <i>Edgar Nichols</i>	5. TELEPHONE (202) 927-1426

LEAVE BLANK (NARA USE ONLY)	
JOB NUMBER <i>NI-36-98-3</i>	
DATE RECEIVED <i>3-19-98</i>	
NOTIFICATION TO AGENCY	
DATE	ARCHIVIST OF THE UNITED STATES

**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 9 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,

is not required       is attached; or       has been requested

DATE	SIGNATURE OF AGENCY REPRESENTATIVE	TITLE Records Officer
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7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
1	<p>Treasury Enforcement Communication System (TECS)</p> <p>TECS is an electronic system that provides support for Customs law enforcement mission, using Interagency Border Inspection System (IBIS) and other information to provide border inspection support and communications. TECS provides controlled access to a large database of suspect information and interfaces with a number of other law enforcement systems. Major subsystems are described below. Most TECS information is negative information, used to segregate potential smugglers from legitimate entities.</p> <p>Information Sharing Applications</p> <p>TECS' role as the IBIS "clearinghouse" provides a formal mechanism for disseminating enforcement data from IBIS member agencies. TECS provides online and tape interfaces for information from external sources. This includes the following:</p> <p>(A) Commercial Directories, such as Dun and Bradstreet, TRW Radi data, and Metronet commercial services. These systems are arranged through high speed links and are not resident in Customs data base.</p> <p>Suggested Disposition: DESTROY when all administrative and investigative needs have expired.</p>		

*Ed*      *4/29/99*

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
1	<p>(B) <b>Data Quality Review:</b> This application identifies potential duplication of subject records and consolidates them when appropriate.</p> <p><b>Suggested Disposition:</b> DESTROY when all administrative and investigative needs have expired.</p> <p>(C) <b>External Data Sources</b> from the following Federal Agencies: Secret Service, IRS, INS, FAA, DEA, EPIC, and the Department of State.</p> <p><b>Suggested Disposition:</b> DESTROY when all administrative and investigative needs have expired.</p> <p>(D) <b>Linkage:</b> A TECS subprocess that automatically looks for and links data records that may be related. Information linkage data elements are entered as part of a main TECS record.</p> <p><b>Suggested Disposition:</b> DESTROY when all administrative and investigative needs have expired.</p> <p>(E) <b>NCIC, CLETS and NLETS</b> is an on-line and batch interface between TECS and the FBI's National Crime Information System (NCIC); the California Law Enforcement Telecommunications System (CLETS), and the National Law Enforcement Telecommunications System (NLETS) message switching system. Although a broadcast system is available for placing lookouts, information is not resident.</p> <p><b>Suggested Disposition:</b> DESTROY when all administrative and investigative needs have expired.</p> <p>(F) <b>Primary Query History</b></p> <p>Primary query history is a set of information in TECS which documents a person's or a vehicle's arrival at a port of entry. Data captured includes the data, time and location of the crossing. Privacy Act protections are required. The data is used in identifying suspect activity is referred for further review.</p> <p><b>Suggested Disposition:</b> DESTROY when all administrative and investigative needs have expired.</p> <p>(G) <b>Project Cook</b></p> <p>Project Cook data consists of persons, records, vessel records and associated vessel movement data in U.S. associated Pacific Islands. Project Cook data is reside on</p> <p><b>Suggested Disposition:</b> DESTROY when all administrative and investigative needs have expired.</p>		

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
1	<p><b>(H) Subject Record</b></p> <p>Subject records include identifying data unique to each entity, such as name/date of birth, EIN number for organizations, Passport Number, aircraft, vessel or vehicle registration numbers and Social Security Numbers (SSN) Subject records may be designated as lookout records. Most subjects are added/deleted/modified online.</p> <p><b>Suggested Disposition: DESTROY when all administrative and investigative needs have expired.</b></p> <p><b>(I) Stolen Passport Process</b></p> <p>This process designates stolen or lost passports, which are then designated by the Department of Stat as lookout passports</p> <p><b>Suggested Disposition: DESTROY when all administrative and investigative needs have expired.</b></p> <p><b>(J) Supervisory Approval Records</b></p> <p>Contains lists of Office of Enforcement documents approved or disapproved for release, including case records, case hours, case statistics, and Grand Jury subject records.</p> <p><b>Suggested Disposition: DESTROY when all administrative and investigative needs have expired.</b></p>		
2	<p><b>Inspection/IBIS Applications</b></p> <p>IBIS is a joint, Customs, INS, State Department border control system based on TECS INS provides I-94 data through a tape interface. TECS applications include pre-clearance alerts, Advanced Passenger Information (API) system, Land border Primary Inspection and Border Secondary Inspection, and an Incident Log Report.</p> <p><b>(A) Advanced Passenger Information (API)</b></p> <p>API processes passenger manifests from airline and cruise operators transmitted in advance of the arrival of the conveyance. The manifests are screened against the lookout and frequent traveler databases and forwarded to NCIC. Lists containing the screening results are forwarded to Customs and INS inspectors. Archive records are created.</p> <p><b>Suggested Disposition: DESTROY when all administrative and investigative needs have expired.</b></p>		

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2	<p><b>(B) Airport Primary Inspection</b></p> <p>Names and related identification data are input as part of the screening process of passengers and pedestrians entering the United States. The system then queries a lookout database. An archive is created.</p> <p><b>Suggested Disposition: DESTROY when all administrative and investigative needs have expired.</b></p> <p><b>(C) Chemical Inspections</b></p> <p>This database contains data transmitted from DEA on chemical licenses. The data is then used for release of chemical cargo.</p> <p><b>Suggested Disposition: DESTROY when all administrative and investigative needs have expired.</b></p> <p><b>(D) Export Control</b></p> <p>Contains information on three subsystems: (1) Vehicle exports; (2) Precursor chemical exports; and (3) Munitions exports. Vehicle identification Number (VIN) information is queried against a stolen vehicle data base provided by NLETS. License information for precursor chemicals and munitions are queried against databases provided by DEA and the Department of State. Archive data is created.</p> <p><b>Suggested Disposition: DESTROY when all administrative and investigative needs have expired.</b></p> <p><b>(E) I-94 Entry</b></p> <p>A subsystem created by the INS to collect U.S. arrival and departure information on non-U.S. citizens. Data is collated with other INS data.</p> <p><b>Suggested Disposition: DESTROY when all administrative and investigative needs have expired.</b></p> <p><b>(F) IBIS POE Tracking System</b></p> <p>A subsystem created to track IBIS implementation. Information includes schedules, equipment, requirements, points of contact, etc. Necessary to coordinate activity by INS Customs Agriculture inspectors.</p> <p><b>Suggested Disposition: DESTROY when all administrative and investigative needs have expired.</b></p> <p><b>(G) Incident Log Report</b></p> <p>Contains information related to Customs officers which do not necessarily result in law enforcement actions.</p>		

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2	<p>(H) <b>Land border Primary Inspection</b></p> <p>This system displays lookout query results from the archive database and automatic queries of NCIC. Queries can be placed against either the vehicle or its passengers. An archive record is created.</p> <p><b>Suggested Disposition: DESTROY when all administrative and investigative needs have expired.</b></p> <p>(I) <b>Port Tracking</b></p> <p>The port tracking system allows inspectors to record statistics on the number of containers arriving at land and seaports; the number of containers examined and the positive results of the examinations. Information is used to evaluate enforcement results.</p> <p><b>Suggested Disposition: DESTROY when all administrative and investigative needs have expired.</b></p> <p>(J) <b>Pre-Clearance Alerts</b></p> <p>This system allows Customs officers located at preclearance locations to notify U.S. arrival locations of a potential enforcement action. The alerts allow Customs officers at the arrival location to meet the passenger for whom the alert was sent. Result responses are provided the originator.</p> <p><b>Suggested Disposition: DESTROY when all administrative and investigative needs have expired.</b></p> <p>(K) <b>Private Aircraft Enforcement System</b></p> <p>This system records information regarding private aircraft movement. Flight plans are input by FAA personnel and processed by Customs staff. Tracking data is individually entered and automatically queried against information from NCIC.</p> <p><b>Suggested Disposition: DESTROY when all administrative and investigative needs have expired.</b></p>		
3	<p><b>Investigative Operations</b></p> <p>(A) <b>Air Operations</b></p> <p>This system contains four subsystems, (1) Air Operations Report (AOR); (2) Air Safety System; (3) Air qualifications System; and an Air Transponder Tracking System.</p> <p>The AOR records flights, or requests for flights of Customs aircraft; the up/downtime for aerostat balloons and military assistance flights. The AOR captures crew flight time, location of flight, type of activity, detection of aircraft information, pursuit and results.</p>		

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3	<p>The Accident/Incident subsystem is used to document incidents involving Customs aircraft to the National Transportation Safety Board (NTSB)</p> <p>The safety System documents required safety directives issued by DAOC, CNAC, AOC or AOB.</p> <p>The Air Qualification System tracks training and flight times of air personnel to ensure proper qualification are met for flight requirements.</p> <p>The transponder tracking system records court ordered installations of covert transponders on aircraft and a list of certified installers.</p> <p><b>Suggested Disposition: DESTROY when all administrative and Investigative needs have expired.</b></p> <p>(B) <b>ATF Operations</b></p> <p>This system should be scheduled by ATF</p> <p>(C) <b>Marine Operations</b></p> <p>This system tracks the status of Customs vessels, usage, costs, and equipment inventory by location.</p> <p><b>Suggested Disposition: DESTROY when all administrative and investigative needs have expired.</b></p> <p>(D) <b>Office of Enforcement Case Management</b></p> <p>This system tracks case documents, Reports of Investigation (ROIs), activity reports, case syllabus, case folders and statistical case data.</p> <p>(1) <b>Case documents and ROIs document investigative activities, e.g., interviews, searches and debriefings; as they apply to a case. This is usually in narrative format.</b></p> <p><b>Suggested Disposition: DESTROY when all administrative and investigative needs have expired.</b></p> <p>(2) <b>Activity Reports provide a mechanism for field offices to convey time critical information to high level management in a synopsis format. The report contains a title, date, time and place of an incident, level of sensitivity, publicity instructions/restrictions, and a narrative summary.</b></p> <p><b>Suggested Disposition: DESTROY when all administrative and investigative needs have expired. Hard (paper) copies of screened cases should be retained for possible future reports.</b></p> <p>(3) <b>Case Syllabus is a free form summary of a case's activity referred to the U.S. Attorney for action.</b></p> <p><b>Suggested Disposition: DESTROY when all administrative and investigative needs have expired.</b></p>		

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3	<p>(4) Statistical Case Data allows agents and other investigative personnel to post hours and statistics (arrests, convictions, seizures, penalties, etc.) against specific cases.</p> <p>Suggested Disposition: DESTROY when all administrative and investigative needs have expired.</p>		
4	<p>Applications</p> <p>Processed information relating to enforcement operations.</p> <p>(A) BRS/Search provides a database specific to heroin, Nigeria and JFK airports.</p> <p>Suggested Disposition: DESTROY when all administrative and investigative needs have expired.</p> <p>(B) Data Analysis. This subsystem automates computer matching, pattern and trend analysis, and information linking. Batch reports are prepared.</p> <p>Suggested Disposition: DESTROY when all administrative and investigative needs have expired.</p> <p>(C) Intelligence Documents. This subsystem prepares intelligence documents into any of six formats used in the intelligence community.</p> <p>Suggested Disposition: DESTROY when all administrative and investigative needs have expired.</p> <p>(E) Multi source Database. This system allows users to analyze subsets of data into pre-formatted analytic formats: data, travel, and violations.</p> <p>(F) Search/Arrest/Seizure Reports (SAS). This system allows users to record relevant information regarding personal searches seizures, and arrests in which Customs officers have participated. This system interfaces with the BRS, linking and case management systems, and may automatically update ACS and FP&amp;F systems.</p> <p>Suggested Disposition: DESTROY when all administrative and investigative needs have expired.</p> <p>(G) TELAN - Telephone Analysis System. This subsystem processes telephone toll and call information in order to identify linked suspects. Data is only collected pursuant to a search warrant or grand jury subpoena and can be accessed by IRS agents.</p> <p>Suggested Disposition: DESTROY when all administrative and investigative needs have expired.</p>		

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
5	<p><b>Management Information Applications.</b></p> <p>These systems allow users to view, print, or download previously generated reports. TECS reports are not sent to printers, but to a database for later retrieval and can be generated either as a standard report or as part of a report generator</p> <p>(A) Case management reports for RAC and SAC offices.</p> <p>Suggested Disposition: DESTROY when all administrative and investigative needs have expired.</p> <p>(B) Case management records including: Case status, statistics and hours; TECS linkages; Land Port Tracking; Air Operations, Land Border Tracking; Vessel Port Tracking systems in pre-formatted reports. These are pre-formatted and report generated output reports from items 3 and 4, above.</p> <p>Suggested Disposition: DESTROY when all administrative and investigative needs have expired.</p>		
6	<p><b>Security and Integrity Applications</b></p> <p>Access control records for TECS, considered a "For Official Use Only" system. All TECS systems transactions are recorded to provide an auditing capability. Additional capabilities relating to internal security include an Internal Affairs Case Management Information System, and a Discipline Tracking Information System are included.</p> <p>(A) Discipline Tracking Information. This subsystem is a tracking mechanism for Internal Discipline Actions in Customs. The system tracks allegations, appeals and final adjudications.</p> <p>Suggested Disposition: DESTROY when all administrative and investigative needs have expired.</p> <p>(B) Internal Affairs Administrations. This subsystem contains information related to managing internal Affairs workload. Includes agents, assignments, caseloads and results.</p> <p>(C) Playback and Monitoring. This subsystem records all transactions relating to the TECS system and is used for internal auditing purposes.</p> <p>Suggested Disposition: DESTROY when all administrative and investigative needs have expired.</p> <p>(D) User Profiles. This subsystem controls user access to other TECS subsystems. Includes data elements as to user organization, function, dial-in access and records ownership.</p> <p>Suggested Disposition: DESTROY when all administrative and investigative needs have expired.</p>		

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7	<p><b>TECS Support Applications</b></p> <p>Subsystems designed to facilitate information exchange with TECS users. This includes an administrative message system Help System, and Online User Documentation application and Table Support.</p> <p>(A) <b>Administrative Message System.</b> This subsystem provides the TECS user community with the capability to create, store, disseminate, print and retrieve information regarding the TECS system that may be of interest to other system users. Messages are removed from the system after 21 days.</p> <p><b>Suggested Disposition: DESTROY when all administrative and investigative needs have expired.</b></p> <p>(B) <b>CMIR Document Tracking.</b> A subsystem designed to track Reports of International Transportation of Currency or Monetary Instruments (CMIR's). Data is subject to the provisions of the Bank Secrecy Act.</p> <p><b>Suggested Disposition: DESTROY when all administrative and investigative needs have expired.</b></p> <p>(C) <b>E-Mail.</b> TECS has an electronic mail capability.</p> <p><b>Suggested Disposition: hard copies of significant messages are printed and included with files.</b></p> <p>(D) <b>Help system, System Support and On-line User Documentation.</b> These subsystems contains information to assist TECS users.</p> <p><b>Suggested Disposition: DESTROY when all administrative and investigative needs have expired.</b></p>		

**SF-115 Attachment TECS**

1. **TECS' role as the IBIS "clearinghouse" provides a formal mechanism for disseminating enforcement data from IBIS member agencies. TECS provides online and tape interfaces for information from external sources. This includes the following:**

**(A) Commercial Directories, such as Dun and Bradstreet, TRW Redi data, and Metronet commercial services. These systems are arranged through high speed links and are not resident in Customs data base.**

**Disposition: Non-record. Destroy when all administrative and investigative needs have expired, *or when replaced by a later version.***

**(B) Data Quality Review: This application identifies potential duplication of subject records and consolidates them when appropriate.**

**Disposition: Non-record. Destroy when all administrative and investigative needs have expired, *or after one year.***

**(C) External Data Sources from the following Federal Agencies: Secret Service, IRS, INS, FAA, DEA, EPIC, and the Department of State.**

**Disposition: Non-record. Records are updated the originator agency. These records are scheduled and destroyed by the originator. No approval by NARA required.**

**(D) Linkage: A TECS subprocess that automatically looks for and links data records that may be related. Information linkage data elements are entered as part of a main TECS record.**

**Disposition: This is procedural activity and is not a record. *Records have the retention of the main TECS record [thirty years].***

**(E) NCIC, CLETS and NLETS are on-line and batch interface between TECS and the FBI's National Crime Information System (NCIC); the California Law Enforcement Telecommunications System (CLETS), and the National Law Enforcement Telecommunications System (NLETS) message switching system. Although a broadcast system is available for placing lookouts, Information is not resident.**

**Disposition: Non-record. Records are updated the originator agency. These records are scheduled and destroyed by the originator. No approval by NARA required.**

**SF-115 Attachment TECS**

**(F) Primary Query History.** Primary query history is a set of information in TECS which documents a person's or a vehicle's arrival at a port of entry. Data captured includes the data, time and location of the crossing the data is used in identifying suspect activity is referred for further review.

**Disposition:** Destroy when all administrative and investigative needs have expired, *or after five years.*

**(G) Project Cook:** Project Cook data consists of persons, records, vessel records and associated vessel movement data in U.S. associated Pacific Islands.

**Disposition:** Destroy when all administrative and investigative needs have expired or after five years.

**(H) Subject Record:** Subject records include identifying data unique to each entity, such as name/date of birth, EIN number for organizations, Passport Number, aircraft, vessel or vehicle registration numbers and Social Security Numbers (SSN) Subject records may be designated as lookout records. Most subjects are added/deleted/modified online.

**Disposition:** Destroy when all administrative and investigative needs have expired or after 30 years.

**(I) Stolen Passport Process:** This process designates stolen or lost passports, which are then designated by the Department of State as lookout passports

**Disposition:** Non-record. Records are updated the originator agency. These records are scheduled and destroyed by the originator. No approval by NARA required.

**(J) Supervisory Approval:** This system contains lists documents approved or disapproved for release, including case records, case hours, case statistics, and Grand Jury subject records.

**Disposition:** Destroy when all administrative and investigative needs have expired, or after five years, whichever is sooner.

**SF-115 Attachment TECS**

**2. Inspection/IBIS Applications**

**IBIS is a joint, Customs, INS, State Department border control system based on TECS. INS provides I-94 data through a tape interface. TECS applications include pre-clearance alerts, Advanced Passenger Information (API) system, Land border Primary Inspection and Border Secondary Inspection, and an Incident Log Report.**

**(A) Advanced Passenger Information (API): API processes passenger manifests from airline and cruise operators transmitted in advance of the arrival of the conveyance. The manifests are screened against the lookout and frequent traveler databases and forwarded to NCIC. Lists containing the screening results are forwarded to Customs and INS inspectors.**

**Disposition: Destroy when all administrative and investigative needs have expired or after five years, whichever is sooner.**

**(B) Airport Primary Inspection: This system contains the names and related identification data are input as part of the screening process of passengers and pedestrians entering the United States. The system then queries a lookout database. An archive is created.**

**Disposition: Destroy when all administrative and investigative needs have expired or after five years, whichever is sooner.**

**(C) Chemical Inspections: This database contains data transmitted from DEA on chemical licenses. The data is then used for release of chemical cargo.**

**Disposition: Non-record. Destroy when all administrative and investigative needs have expired or after five years, whichever is sooner.**

**(D) Export Control: This system contains information on three subsystems: (1) Vehicle exports; (2) Pre-cursor chemical exports; and (3) Munitions exports. Vehicle identification Number (VIN) information is queried against a stolen vehicle data base provided by NLETS. License information for precursor chemicals and munitions are queried against databases provided by DEA and the Department of State. Archive data is created.**

**Disposition: Non-record. Records are updated the originator agency. These records are scheduled and destroyed by the originator. No approval by NARA required.**

**SF-115 Attachment TECS**

**(E) I-94 Entry:** A subsystem created by the INS to collect U.S. arrival and departure information on non-U.S. citizens. Data is collated with other INS data.

**Disposition:** Non-record. Records are updated the originator agency. These records are scheduled and destroyed by the originator. No approval by NARA required.

**(F) IBIS-POE Tracking System:** A subsystem created to track IBIS implementation. Information includes schedules, equipment, requirements, points of contact, etc. Necessary to coordinate activity by INS\Customs\Agriculture inspectors.

**Disposition:** Destroy when all administrative and investigative needs have expired, or after five years, whichever is sooner.

**(H) Land border Primary Inspection:** This system displays lookout query results from the archive database and automatic queries of NCIC. Queries can be placed against either the vehicle or its passengers. An archive record is created.

**Disposition:** Destroy when all administrative and investigative needs have expired, or after five years, whichever is sooner.

**(I) Port Tracking:** The port tracking system allows inspectors to record statistics on the number of containers arriving at land and seaports; the number of containers examined and the positive results of the examinations. Information is used to evaluate enforcement results.

**Disposition:** Destroy when all administrative and investigative needs have expired, or after five years, whichever is sooner.

**(J) Pre-Clearance Alerts:** This system allows Customs officers located at preclearance locations to notify U.S. arrival locations of a potential enforcement action. The alerts allow Customs officers at the arrival location to meet the passenger for whom the alert was sent. Result responses are provided the originator.

**Disposition:** Destroy when all administrative and investigative needs have expired, or after five years, whichever is sooner.

**SF-115 Attachment TECS**

**(K) Private Aircraft Enforcement System: This system records information regarding private aircraft movement. Flight plans are input by FAA personnel and processed by Customs staff. Tracking data is individually entered and automatically queried against information from NCIC.**

**Disposition: Destroy when all administrative and investigative needs have expired, or after five years, whichever is sooner.**

**SF-115 Attachment TECS**

**3. Investigative Operations**

**(A) Air Operations:** This system contains four subsystems, (1) Air Operations Report (AIR); (2) Air Safety System; (3) Air qualifications System; and an Air Transponder Tracking System.

**(1) The AIR records flights, or requests for flights of Customs aircraft; the up/downtime for aerostat balloons and military assistance flights. The AIR captures crew flight time, location of flight, type of activity, detection of aircraft information, pursuit and results.**

**Disposition: Destroy when all administrative and investigative needs have expired, or after 5 years, whichever is sooner.**

**(2) The Accident/Incident subsystem is used to document incidents involving Customs aircraft to the National Transportation Safety Board (NTSB) The safety System documents required safety directives issued by DAOC, CNAC, AOC or AOB.**

**Disposition: Destroy when all administrative and investigative needs have expired, or after five years, whichever is sooner.**

**(3) The Air Qualification System tracks training and flight times for air personnel to ensure proper qualification are met for flight requirements. The transponder tracking system records court ordered installations of covert transponders on aircraft and a list of certified installers.**

**Disposition: Destroy when on separation of personnel.**

**(B) ATF Operations:** This subsystems contains records reserved for Bureau of Alcohol, Tobacco and Firearms personnel.

**Disposition: Non-record. This system should be scheduled by ATF.**

**(C) Marine Operations:** This system tracks the status of Customs vessels, usage, costs, and equipment inventory by location.

**Disposition: Destroy after ten years or two years after release of real property.**

**SF-115 Attachment TECS**

**(D) Case Management System: This system tracks case documents, Reports of Investigation (ROIs), activity reports, case syllabus, case folders and statistical case data.**

**(1) Case documents and ROIs document investigative activities, e.g., interviews, searches and debriefings; as they apply to a case. This is usually in narrative format.**

**Disposition: Destroy when all administrative and investigative needs have expired or after 30 years, whichever is sooner.**

**(2) Activity Reports provide a mechanism for field offices to convey time critical information to high level management in a summary format. The report contains a title, date, time and place of an incident, level of sensitivity, publicity instructions/restrictions, and a narrative summary.**

**Disposition: Destroy when all administrative and investigative needs have expired, or after ten years, whichever is sooner. Hard (paper) copies of screened cases should be retained for possible future reports,.**

**(3) Case Syllabus is a free form summary of a case's activity referred to the U.S. Attorney for action.**

**Disposition: Destroy when all administrative and investigative, or after ten years, whichever is sooner.**

**(4) Statistical Case Data allows agents and other Investigative personnel to post hours and statistics (arrests, convictions, seizures, penalties, etc.) against specific cases.**

**Disposition: Destroy when all administrative and investigative needs have expired, or after ten years, whichever is sooner.**

**SF-115 Attachment TECS**

4. **Applications:** This system contains processed information relating to enforcement operations.

(A) **BRS/Search** provides a database specific to heroin, Nigeria and JFK airports.

**Disposition:** Destroy when all administrative and investigative needs have expired, or thirty years, whichever is sooner.

(B) **Data Analysis.** This subsystem automates computer matching, pattern and trend analysis, and information linking. Batch reports are prepared.

**Disposition:** Non-record. Destroy when all administrative and investigative needs have expired.

(C) **Intelligence Documents.** This subsystems prepares intelligence documents into any of six formats used in the intelligence community.

**Disposition:** Destroy when all administrative and investigative needs have expired, or five years, whichever is sooner.

(D) **Multi source Database.** This system allows users to analyze subsets of data into pre-formatted analytic formats: data, travel, and violations.

**Disposition:** This system creates no records.

(E) **Search/Arrest/Seizure Reports (SAS).** This system allows users to record relevant information regarding personal searches seizures, and arrests in which Customs officers have participated. This system interfaces with the BRS, linking and case management systems, and may automatically update ACS and FP&F systems.

**Disposition:** Destroy when all administrative and investigative needs have expired, or ten years, whichever is sooner.

(F) **TELAN - Telephone Analysis System.** This subsystem processes telephone toll and call information in order to identify linked suspects. Data is only collected pursuant to a search warrant or grand jury subpoena and can be accessed by IRS agents.

**Disposition:** Non-record; hard copy is only kept when included in a case file. Destroy when all administrative and investigative needs have expired.

**SF-115 Attachment TECS**

**5. Management Information Applications.**

**These systems allow users to view, print, or download previously generated reports. TECS reports are not sent to printers, but to a database for later retrieval and can be generated either as a standard report or as part of a report generator**

**(A) Case management reports for RAC and SAC offices.**

**Disposition: Non-record. Destroy when all administrative and investigative needs have expired.**

**(B) Case management records including: Case status, statistics and hours; TECS linkages; Land Port Tracking; Air Operations, Land Border Tracking; Vessel Port Tracking systems in pre-formatted reports. These are pre-formatted and report generated output reports from items 3 and 4, above.**

**Disposition: Non-record, no records are created.**

## SF-115 Attachment TECS

### 6. Security and Integrity Applications

Access control records for TECS, considered a "For Official Use Only" system. All TECS systems transactions are recorded to provide an auditing capability. Additional capabilities relating to internal security include an Internal Affairs Case Management Information System, and a Discipline Tracking Information System are included.

- (A) **Discipline Tracking Information.** This subsystem is a tracking mechanism for Internal Discipline Actions in Customs. The system tracks allegations, appeals and final adjudications.

Disposition: Destroy when all administrative and investigative needs have expired.

- (B) **Internal Affairs Administrations.** This subsystem contains information related to managing Internal Affairs workload. Includes agents, assignments, caseloads and results.

Disposition: Non-record. This is a tracking and recovery system.

- (C) **Playback and Monitoring.** This subsystem records all transactions relating to the TECS system and is used for internal auditing purposes.

Disposition: Non-record. This is a tracking and recovery system.

- (D) **User Profiles.** This subsystem controls user access to other TECS subsystems. Includes data elements as to user organization, function, dial-in access and records ownership.

Disposition: Non-record. This is an access control subsystem that is changed daily.

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**7. TECS Support Applications**

**This is a subsystems designed to facilitate information exchange with TECS users. This includes an administrative message system Help System, and Online User Documentation application and Table Support.**

**(A) Administrative Message System. This subsystem provides the TECS user community with the capability to create, store, disseminate, print and retrieve information regarding the TECS system that may be of interest to other system users. Messages are removed from the system after 21 days.**

**Disposition: Original significant items are copied and placed in a related file. All others: destroy when all administrative and investigative needs have expired.**

**(B) CMIR Document Tracking. A subsystem designed to track Reports of International Transportation of Currency or Monetary Instruments (CMIR's). Data is subject to the provisions of the Bank Secrecy Act.**

**Disposition: Destroy when all administrative and investigative needs have expired. Reports are only retained when or if an investigative case is initiated. Once initiated, the information takes the disposition of an investigative case (30 years).**

**(C) E-Mail. TECS and ACS have an electronic mail capability.**

**Disposition: In accordance with Department of Treasury policy, hard copies of significant messages are printed and included with files. All other messages destroyed when no longer needed.**

**(D) Help system, System Support and On-line User Documentation. These subsystems contains information to assist TECS users.**

**Disposition: Destroy when all administrative and investigative needs have expired.**

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