



<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b>		JOB NUMBER N1-566-10-1	
TO: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received 11/5/09	
1. FROM (Agency or establishment) Department of Homeland Security (DHS)		NOTIFICATION TO AGENCY	
2. MAJOR SUBDIVISION U.S. Citizenship and Immigration Services (USCIS)		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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 National Security and Records Verification, Records Program and Policy Office, Electronic Records Branch			
4. NAME OF PERSON WITH WHOM TO CONFER Carol Clark	5. TELEPHONE NUMBER 612-467-7420	DATE 30 Nov 09	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 <u>3</u> page(s) are not needed now for the business for 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 10/27/2009	SIGNATURE OF AGENCY REPRESENTATIVE 		TITLE Chief, Records Program and Policy Office
7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
1.	<p align="center"><b>CENTRAL INDEX SYSTEM</b></p> <p><b>Description:</b> The Central Index System (CIS) is an internal DHS mission-critical electronic system that contains records which serve as a finding aid to agency case files. CIS assists DHS in enforcing the immigration laws of the United States by providing timely and accurate information about persons who are subject to those laws. The system interfaces with other DHS databases to provide comprehensive information necessary for DHS management. CIS also provides statistical information to DHS management to improve the efficiency of DHS operations.</p> <p>CIS supports both the immigration benefit granting and law enforcement functions.</p> <p><b>Categories of individuals covered by the system:</b> Individuals covered by provisions of the Immigration and Nationality Act of the United States (e.g. applicants for immigration benefits), including subjects of administrative inquiries (e.g. applicants, preparers, and representatives) and individuals of concern based on possible national security reasons or criminal activity.</p> <p><b>Program:</b> National Security and Records Verification</p>	NC1-85-79-3	

(NSRV), Records Program and Policy Office, Electronic Records Branch

**Applicability:** DHS-wide and other Federal government agencies.

**Specific Restrictions:** CIS contains personally identifiable and law enforcement sensitive information. All records in CIS are protected from unauthorized access through appropriate administrative, physical, and technical safeguards. The safeguards include restricting access to those with a need-to-know to perform their official duties, using permanent ID and password.

**Vital Record:** Yes.

**1. Inputs**

**CIS receives data and/or interfaces with the following USCIS systems:**

Computer-Linked Application Information Management System (CLAIMS), which updates CIS with data relating to naturalization for A-File numbers.

Employment Authorization Documentation System (EADS) provides the capability to update CIS with data relating to employment authorization documents along with a history of these documents.

Marriage Fraud Amendment System (MFAS) provides the capability to update CIS with data relating to marriage fraud.

National File Tracking System (NFTS) provides file transfer processing capabilities with the National Records Center. Data relating to file transfers are received on CIS and NFTS sites.

Refugee, Asylum, and Parole System (RAPS) provides the capability to update CIS with data relating to refugee asylum and parole cases.

Re-engineered Naturalization Application Casework System (RNACS) and Computer Linked Application Information Management System 4 (C4) provides the capability to send data from A-Number searches to RNACS/C4 and to subsequently update CIS with data relating to naturalization for those A-Numbers.

Electronic Document Management System (EDMS) allows the CIS system to mark the digitization flag by providing digitized A-Numbers to CIS. CIS sends EDMS metadata updates in CIS for all digitized files.

**TEMPORARY.** Delete when data has been copied into the master file or database and verified, or when no longer required to support reconstruction of, or serve as backup to, a master file or database, whichever is later.

GRS 20, Item 2b

**b. Master File**

Types of data elements include:

Alien Number, Last Name, First Name, Middle Name, Aliases, Date of Birth (DOB), Sex, File Control Office (FCO), Previous File Control Office (PFCO), Port of Entry (POE), Class of Admission (COA), Substitute File Control Office (SFCO), Country of Birth (COB), Country of Citizenship (COC), Date File Opened (DFO), Date of Entry (DOE), Father's Name, Mother's Name, Social Security Number (SSN), I-94 Admission Number, Passport Number, Federal Bureau of Investigation (FBI) Number, Driver's License Number, Fingerprint Number, Naturalization Date, Naturalization Court, Naturalization Location, Employment Authorization Document (EAD) data (Including a history of all EAD cards issued).

**PERMANENT.** In 2009 transfer to the National Archives a copy of extracted database covering files of persons born prior to 1909 according to 36 CFR 1228.270. Beginning in 2014 and every five years thereafter, transfer a copy of extracted database covering files of persons born 100 years earlier (For example: In 2014, transfer a copy of extracted database covering files of persons born between 1909 and 1914).

**c. Outputs**

Biographical, current, and historical immigration status information on individuals seeking entry to, or residence in the United States, and other individuals of interest to DHS.

Statistical reports for DHS and other government agencies.

**TEMPORARY.** Destroy/Delete when no longer needed for agency business.

GRS 20, Item 16

**d. System Documentation**

User Manual and Systems Manual

**PERMANENT.** Transfer to the National Archives a copy of those manuals covering the content for which the data relates along with the permanent electronic records.

GRS 20, Item 11a(2)

**e. System Backups**

Electronic copy considered by DHS to be a Federal record, of the master copy of an electronic record or file and retained in case the master file is damaged or inadvertently erased.

**TEMPORARY.** Delete when the identical records have been captured in a subsequent backup file or when the identical records have been transferred to the National Archives and successfully copied.

GRS 20, Item 8a