

## Request for Records Disposition Authority

Records Schedule Number           DAA-0567-2015-0002  
Schedule Status                    Approved  
  
Agency or Establishment           Immigration and Customs Enforcement  
Record Group / Scheduling Group   Records of the Bureau of Immigration and Customs Enforcement  
Records Schedule applies to       Agency-wide  
Schedule Subject                    Electronic Health Records (eHR) System  
Internal agency concurrences will be provided   No

Background Information            The electronic Health Records System is a system utilized by the U.S. Immigration and Customs Enforcement (ICE), Enforcement Removal Operations (ERO), which is a centralized electronic Health Records system that supports comprehensive medical services management for ICE detainees, which will replace multiple systems and manual processes by leveraging advancements in the Health Care Industry. ICE maintains medical records on aliens that ICE detains for violations of U.S. immigration law. Aliens in ICE custody held in ICE detention facilities staffed by ICE Health Service Corps (IHSC) personnel receive physical exams and treatment, dental services, and pharmacy services, depending on the alien's medical conditions and length of stay.

The eHR system will be used by Enforcement and Removal Operations (ERO), ICE Health Service Corps (IHSC) personnel to deploy centralized uniform electronic health records that will enable full lifecycle oversight and management of ICE detainee healthcare.

### Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
2	0	2	0

### GAO Approval

## Outline of Records Schedule Items for DAA-0567-2015-0002

Sequence Number	
1	Adult Electronic Health Records : Master File Data Disposition Authority Number: DAA-0567-2015-0002-0001
2	Minor Electronic Health Records: Master File Data Disposition Authority Number: DAA-0567-2015-0002-0002

## Records Schedule Items

Sequence Number	
1	<p><b>Adult Electronic Health Records : Master File Data</b></p> <p>Disposition Authority Number      DAA-0567-2015-0002-0001</p> <p>Information related to comprehensive medical services provided to adult ICE detainees. Information includes but is not limited to: personal and biometric data, diagnostic data, consent and refusal forms, dental records, medical records, examination records, mental health records, prescription drug records, screening data, grievance data, legal documents, assigned medical staff, and any other health related information or correspondence. Information may also be migrated from the following systems: Enforcement Integrated Database (EID), Correctional Pharmacy System (CIPS), Dental Imaging (Schick). Dental).</p> <p>Final Disposition                      Temporary</p> <p>Item Status                              Active</p> <p>Is this item media neutral?          No</p> <p>Explanation of limitation            Electronic-only</p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?      Yes</p> <p>Do any of the records covered by this item exist as structured electronic data?                      Yes</p> <p>Disposition Instruction</p> <p>Cutoff Instruction                      Cutoff at end of calendar year case closes or last action.</p> <p>Retention Period                        Destroy 10 year(s) after cutoff</p> <p>Additional Information</p> <p>GAO Approval                            Not Required</p>
2	<p><b>Minor Electronic Health Records: Master File Data</b></p> <p>Disposition Authority Number      DAA-0567-2015-0002-0002</p> <p>Information related to comprehensive medical services provided to ICE minor detainees. Information includes but is not limited to: personal and biometric data, diagnostic data, consent and refusal forms, dental records, medical records, examination records, mental health records, prescription drug records, screening data, grievance data, legal documents, assigned medical staff, and any other</p>

health related information or correspondence. Information may also be migrated from the following systems: Enforcement Integrated Database (EID), Correctional Pharmacy System (CIPS), Dental Imaging (Schick). Dental).

Final Disposition Temporary

Item Status Active

Is this item media neutral? No

Explanation of limitation Electronic only

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes

Do any of the records covered by this item exist as structured electronic data? Yes

**Disposition Instruction**

Cutoff Instruction Cutoff at end of calendar year case closes or last action.

Retention Period Destroy on minor's 27th birthday.

**Additional Information**

GAO Approval Not Required

## 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 in this schedule are not now needed for the business of the agency or will not be needed after the retention periods specified.

## Signatory Information

Date	Action	By	Title	Organization
04/10/2015	Certify	Dawn Boswell	Records Officer	OAS - Privacy and Records
08/05/2015	Submit for Concurrency	Erin Cayce	Appraiser	National Archives and Records Administration - Records Management Services
08/05/2015	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
08/05/2015	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
08/06/2015	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist