

Request for Records Disposition Authority (See Instructions on reverse)		Leave Blank (NARA use only)	
To National Archives and Records Administration (NIR) 8601 Adelphi Road, College Park, MD 20740-6001		Job Number	NI-567-11-6
1 From (Agency or establishment) U S Immigration and Customs Enforcement (ICE)		Date Received	10/29/10
2 Major Subdivision Homeland Security Investigations (HSI)		<b>Notification to Agency</b> 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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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 International Affairs (IA)/Law Enforcement Parole Branch (LEPB)			
4 Name of Person with whom to confer Joseph M Gerhart	5 Telephone (include area code) (202) 732-6337	Date	Archivist of the United States <i>[Signature]</i>
<b>6 Agency Certification</b>  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,			
<input checked="" type="checkbox"/> is not required, <input type="checkbox"/> is attached, or <input type="checkbox"/> has been requested			
Signature of Agency Representative <i>Joseph M Gerhart</i>		Title Chief, Records Management Branch	Date (mm/dd/yyyy) 10/5/2010
Item Number	8 Description of Item and Proposed disposition	9 GRS OR Superseded Job Citation	10 Action taken (NARA Use Only)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 <b>Parole Case Tracking System (PCTS)</b>		

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

---

**U.S. Immigration and Customs Enforcement (ICE)**

---

**Parole Case Tracking System (PCTS)**

---

The U S Immigration and Customs Enforcement (ICE), Law Enforcement Parole Branch (LEPB) Office, within International Affairs (IA) is responsible for the handling of Significant Public Benefit Parole (SPBP) and Continued Presence (CP) cases. The Parole Case Tracking System (PCTS) is a windows-based graphical user interface system used by the LEPB to track, maintain and report on individuals participating in the SPBP and CP programs.

The Parole Case Tracking System is used to monitor, track and report on SPBP and CP parole cases assigned to individuals paroled into the United States. Federal law grants the Department of Homeland Security (DHS) the authority to parole individuals into the United States for the purpose of testifying in criminal trials or involvement in other law enforcement activities.

**1 Parole Case Tracking System (PCTS)**

**A. Master File/Data**

**( 1 ) Parolee Data**

The Parole Case Tracking System (PCTS) maintains the following data on parolees

- Alien Number
- Parole Number
- Parole office
- Date the request for parole case information was received
- Type of parole
- Priority
- Requestor category
- File Control Office (FCO) code
- Law Enforcement Parole Branch (LEPB) agent assigned to case
- Parole length
- Case status
- Case termination date
- Primary requestor agency
- Number of applicants

**Disposition:**

Supersedes N1-566-08-06, Item B

TEMPORARY Destroy/delete twenty-five (25) years after the individual's parole service is terminated

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

---

**U.S. Immigration and Customs Enforcement (ICE)**

---

- Applicant type
- Candidate's date of birth
- Candidate's gender
- Candidate's alias names used
- Candidate's name
- Candidate's country of birth
- Country of residence
- Candidate's consulate agency name
- Candidate's overseas address
- Candidate's overseas telephone number
- Candidate's passport number
- Candidate's passport expiration date
- Planned Point of Entry (POE)

**B. Input**

**( 1 ) Parolee Authorization Form**

The following Federal agencies provide data input, via a Parolee Authorization Form, requesting the ICE-IA LEPB office to grant a parole to the applicant to enter the United States.

- ~~U.S. Marshals Service (USMS)~~
- ~~Federal Bureau of Investigation (FBI)~~
- ~~Drug Enforcement Administration (DEA)~~
- ~~Immigration and Customs Enforcement (ICE) Special Agent in Charge (SAC) Office~~

**Disposition (Media Neutral):** *GRS 20 Item 2 a. (4)*  
~~TEMPORARY Destroy/delete after the information has been transcribed into the PCTS Master File and verified.~~

**C. Output**

**( 1 ) Correspondence and Memos**

- Cables for applicants who have been granted Parole
- PCTS memos including
  - Arrival
  - Departure
  - Tracking Memo

**Disposition (Media Neutral):**  
TEMPORARY Destroy/delete twenty-five (25) years after the individual's parole service is terminated

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

---

**U.S. Immigration and Customs Enforcement (ICE)**

---

- Extension Memos
- Termination
- Letters pertaining to SPBP and CP Paroles

**( 2 ) Mission Specific Reports**

- ~~Print Parole Cards~~
- ~~Case Summary~~
- ~~Expired Parole Letters~~

**Disposition (Media Neutral):** GRS 20, Item 16

~~TEMPORARY—Destroy/delete when the agency determines that they are no longer needed for administrative, legal, audit, or other operational purposes, provided the printouts do not contain substantive information, such as substantive annotations, that is not included in the electronic records. (Printouts that contain substantive information should be disposed of in accordance with the NARA approved schedule that covers the series in which they are filed.)~~

**( 3 ) Statistical Reports**

~~Statistical reports generated based upon the following criteria~~

- ~~Paroles By Expiration Date~~
- ~~Open Paroles~~
- ~~Extended Paroles~~
- ~~Overdue Paroles~~
- ~~Terminated Paroles~~
- ~~Problem Paroles~~
- ~~Follow-ups~~
- ~~Overdue Notices~~

**Disposition (Media Neutral):** GRS 20, item <sup>16</sup>~~06~~

~~TEMPORARY—Destroy/delete when the agency determines that they are no longer needed for administrative, legal, audit, or other operational purposes—~~