

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	N1-567-11-11
1 From (Agency or establishment) U S Immigration and Customs Enforcement (ICE)		Date Received	10/29/10
2 Major Subdivision Homeland Security Investigations (HSI)	Notification to Agency In accordance with the provisions of 44 USC 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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10		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 Technical Operations Unit (Tech Ops)			
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 24 Nov 2010 [Signature]
6 Agency Certification 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 type="checkbox"/> is not required, <input type="checkbox"/> is attached, or <input type="checkbox"/> has been requested			
Signature of Agency Representative Joseph M Gerhart		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Item Number	8 Description of Item and Proposed disposition	9 GRS OR Superseded Job Citation	10 Action taken (NARA Use Only)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 ICE Subpoena System (ISS)		

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

U.S. Immigration and Customs Enforcement (ICE)

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ICE Subpoena System (ISS)

The ICE Subpoena System (ISS) is a web-based COTS product that assists ICE in the preparation and tracking of subpoenas or summonses issued to an individuals or entities. ICE Homeland Security Investigations (HSI) creates and maintains all subpoenas and summonses for the agency and ISS is the central repository for this information. There are no data inputs - the ISS Master File is updated by agency personnel during investigations that require the issuance of a subpoena or summons. ISS populates summons or subpoena templates built into the system based upon the data entered and sends a completed electronic subpoena/summons via email to the requestor/user. The electronic subpoena/summons can be printed by the recipient and once printed, the hard copy becomes a part of the associated investigative case file. The system also generates a log which assigns each subpoena/summons a sequential number.

1. ICE Subpoena System (ISS)

A. Master File/Data

(1) Subpoena/Summons Information

ISS retains information contained in the narrative of the subpoena/summons linked to individuals, businesses or entities that are the subject of the subpoena/summons. This information may include

- Name
- Address
- Telephone Number
- Facsimile Number
- Social Security Number
- Tax Information Number
- Importer Number
- Exporter Number
- Alien Registration Number
- Date of Birth
- Email Address
- Internet Protocol Address
- Uniform Resource Locator
- Bank Account Number

Disposition:

TEMPORARY Cutoff at end of fiscal year
Subpoena/Summons is created. Destroy/delete ten (10) years after cutoff

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U.S. Immigration and Customs Enforcement (ICE)

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- Telephone Calling Card Number
- Personal Identification Number
- Device Identifiers
- Serial Numbers

ISS also maintains specific information related to the physical tracking of a subpoena/summons to show when and how it was served, as well as operational tracking to identify the specific document and associate it with a specific case. This information includes

- Date the subpoena/summons was served
- Means by which the subpoena/summons was served
- Unique tracking number assigned to the document

The general reason for the issue of the subpoena/summons is captured as well and includes

- Title of the Proceedings
- Whether the subpoena/summons was issued to compel the appearance of an individual, or the production of material

(2) ICE Special Agent and Designated Official Information

ISS contains the information of Special Agents, authorized approving officials, and ICE officials designated to receive information or documents requested in a subpoena/summons. This information may include

- Name
- Badge Number
- Business Address
- Telephone Number
- Email Address
- Facsimile Number

Disposition:

TEMPORARY Cutoff at end of fiscal year Agent/Official separates from U S Immigration and Customs Enforcement service. Destroy/delete ten (10) years after cutoff

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U.S. Immigration and Customs Enforcement (ICE)

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(3) Business/Entity Contact Information

ISS maintains general and/or subpoena compliance department contact information for businesses and entities. This information may include

- Name
- Mailing Address
- Telephone Number
- Facsimile Number
- Company Name
- Contact
- Email Address

Disposition:

TEMPORARY Destroy/delete when information is determined to be out of date

C. Output

(1) Subpoena and Summons Logs

TCSG creates logs containing data for each summons and subpoena issued in order to prevent duplicates from being created and provide a method to track outstanding subpoenas and summonses. Subpoenas are written notices for an individual to appear for a hearing at a certain time and place to give testimony. While a summons is a legal document issued by a court or other administrative agency of the Government. These logs are to contain the following information pertaining to the Summons and Subpoenas

- Title of the proceedings, if any, for which the subpoena or summons is issued
- Entity to whom the Subpoena or Summons is served
- Issuing officer

Disposition:

TEMPORARY Cutoff at end of fiscal year of last log entry
Destroy/delete five (5) years after cutoff

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- Whether the Subpoena or Summons was issued to compel the appearance of a witness to provide testimony, the production of books, papers, or documents, or both
- The date of service of the Subpoena or Summons,
- The means of service of the Subpoena or Summons,
- Tracking number for each Subpoena or Summons (tracked by fiscal year, e g , NY-08-001, NY-08-002, etc)

(2) Electronic Subpoena/Summons

ISS takes the information that is entered by the user into pre-defined fields and creates an electronic version of a subpoena/summons which is then sent via email to the requestor

Disposition:

TEMPORARY Destroy/delete electronic subpoena/summons generated by ISS after verification that the printed record copy of the subpoena/summons has been filed in the corresponding investigative case file

*NOTE In relation to these specific records, the locked electronic version of the summons/subpoena generated and sent via email by ISS can be destroyed/deleted only after verification that a printed copy, which will serve as the record copy, is placed into the corresponding investigative case file