




U.S. Immigration
and Customs
Enforcement

MAY 08 2009

TO: Assistant Director
All Deputy Assistant Directors
All Special Agents in Charge

FROM: Marcy M. Forman 
Director

SUBJECT: Information Sharing of Immigration and Customs Enforcement Law
Enforcement Systems Office of Investigations Data

As the Office of Investigations (OI) moves forward in collaborating activities with other federal, state, and local government entities to support the Information Sharing Environment (ISE), all Headquarters Divisions and Special Agent in Charge (SAC) offices are reminded that data from the Immigration and Customs Enforcement (ICE) law enforcement systems (LES) is being shared to assist in the advancement of the ISE, which ultimately will help to increase the security of our nation. The ICE LES data that OI agrees to share is specific to the Memorandum of Understanding (MOU) established between the Department of Homeland Security (DHS) along with representation by ICE and the respective entity being provided the data. Specific ICE LES data being shared is identified in further detail in the below information.

Shared OI Data

1. Subject records contained in the (b)(7)(E) (b)(7)(E) or successor systems related to open and closed investigations created on or after January 1, 2000.
2. Case information and related linked records/documents contained in (b)(7)(E) or successor systems, prepared on or after January 1, 2000.

Non-shared OI Data

The ICE LES data that OI is not sharing includes all (b)(7)(E) data as well as (b)(7)(E) Investigative Case Records and Reports of Investigation (ROIs) containing the following information:

SUBJECT: Information Sharing of Immigration and Customs Enforcement Law Enforcement
Systems Office of Investigations Data

Page 2

- Reports resulting from Title III wire intercepts
- Reports of certified undercover operations
- Reports citing information obtained under the Bank Secrecy Act
- Reports citing confidential sources of information
- Grand Jury Material (6e)
- Reports including information covered by the third agency rule
- Reports citing information obtained under the Trade Secrecy Act
- Reports relating to asylum claims

Every SAC office must ensure that all OI data within the ICE LES is coded with the correct access control information as per established OI policy and/or guidance. Any OI data that is not properly coded has the potential to be shared with entities external to DHS/ICE. Therefore, it is to the benefit of each SAC office to continually review their respective enforcement data within the ICE LES to ensure that not only is the data accurate, complete, and up-to-date, but to ensure that it is coded with the correct codes for the proper release or non-release of OI data in support of the ISE.

As with overall good data quality measures, it is the responsibility of the case agent and supervisor to ensure that information in the ICE LES is valid and current. The (b)(7)(E) (b)(7)(E) User's Guide, updated June 2005, provides guidance and can be used for assistance in entering quality case investigative data. The guide can be accessed via the (b)(7)(E) (b)(7)(E) on the OI Proprietary Website using the following link: (b)(7)(E). From the home page of the OI Proprietary Website, click Documents, then click Template & Guides, and finally click All Other Guidelines & Templates. On the list of documents displayed, scroll to the document titled "Case Management User Guide (b)(7)(E) and click the field to the left titled (b)(7)(E) (b)(7)(E) to access the guide.

For additional assistance or questions regarding this information, please contact Data Management Unit Chief, (b)(6),(b)(7)(C) at (703) 518-(b)(6),(b)(7)(C) or via email at (b)(6),(b)(7)(C)@dhs.gov. If assistance is required for any data quality issues or concerns, please contact Data Quality Support prior to completing/approving any data in the ICE LES. Addressing a potential data quality issue prior to approval alleviates difficulties which develop after the supervisory review and approval process. The Data Quality Support staff can be contacted at (703) 518-(b)(6),(b)(7)(C) option 2, or via e-mail at (b)(6),(b)(7)(C)@dhs.gov.