

National Archives and Records Administration  
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0566-2022-0002

Status: APPROVED  
Date Approved: 04/08/2024

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## General Information

Agency or Establishment	United States Citizenship and Immigration Services
Record/Scheduling Group	0566 - Records of U.S. Citizenship and Immigration Services
Records Schedule Applies To	Agency Subdivision
Major Subdivision	Office of Citizenship
Schedule Subject	Teacher training for citizenship education
Is There a Classified Version of This Schedule?	No
Is consultation and coordination with Tribal Governments required?	No - the records covered by this schedule do not implicate Tribal interests

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## Item Count

Total number of disposition items: 2

Number of Temporary disposition items: 2

Number of Permanent disposition items: 0

Number of Items with Disposition Not Approved: 0

Number of Inactive disposition items: 0

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Outline of Records Schedule Items for DAA-0566-2022-0002

<b>Item #</b>	<b>Title</b>	<b>Disposition</b>
0001	Office of Citizenship teacher public trainings and seminars : Office of Citizenship public teacher trainings and seminars, form G-1190	Temporary
0002	Office of Citizenship teacher public trainings and seminars : Post training evaluation form G-1190A	Temporary

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Records Schedule Items

<b>Group Title</b>	Office of Citizenship teacher public trainings and seminars
<b>Group Description</b>	The Office of Citizenship conducts teacher trainings and seminars for the public covering topics in adult citizenship education. Attendees register for the training using the G1190 form and after the event fill out the G-1190A evaluation form.
<b>DAA-0566-2022-0002-0001 STATUS: Active</b>	
<b>ITEM GENERAL INFORMATION</b>	
Item Title	Office of Citizenship public teacher trainings and seminars, form G-1190
Item Description	The Office of Citizenship conducts teacher trainings and seminars for the public covering topics in adult citizenship education. Attendees register for the training using the G1190 form. Attendees would fill out the forms directly from the Office of Citizenship.
Is this item media neutral?	Yes
Is this item a Big Bucket?	No
<b>SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS</b>	
Does this item supersede existing disposition authorities?	No
Is this item a deviation from the GRS?	No
<b>DISPOSITION INSTRUCTION</b>	
Final Disposition	Temporary
Cutoff Instructions	Cut off at end of Calendar year when training takes place
Retention Period	Destroy 7 year(s) after cutoff
<b>ADDITIONAL INFORMATION</b>	
Are any of the records covered by this item national security classified?	No
GAO Approval Required	No
<b>DAA-0566-2022-0002-0002 STATUS: Active</b>	
<b>ITEM GENERAL INFORMATION</b>	
Item Title	Post training evaluation form G-1190A
Item Description	After training event participants fill out the training evaluation form, G1190A.
Is this item media neutral?	Yes
Is this item a Big Bucket?	No

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Final Disposition	Temporary
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Signatory Information

<b>Action</b>	<b>User</b>	<b>Date</b>
Accept	Ashby Crowder	11/08/2023
Approve	Colleen Shogan	04/08/2024