

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER <u>71-563-04-3</u>	
To: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		DATE RECEIVED <u>6-25-2003</u>	
1. FROM (Agency or establishment) Department of Homeland Security		NOTIFICATION TO AGENCY 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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
2. MAJOR SUBDIVISION <u>CITIZENSHIP & IMMIGRATION SERVICES</u> Bureau of Immigration & Citizenship Services			
3. MINOR SUBDIVISION			
4. NAME OF PERSON WITH WHOM TO CONFER Diana L. Campbell	5. TELEPHONE (202) 514-4913	DATE <u>3-25-04</u>	ARCHIVIST OF THE UNITED STATES <i>John W. Paul</i>
6. 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 on the attached <u>2</u> page(s) are not now 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.			
DATE <u>6/25/03</u>	SIGNATURE OF AGENCY REPRESENTATIVE <i>Deola House</i>		TITLE Asst. Dir., Records Policy & Analysis Branch
7. Item No.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	<p>COMPUTER LINKED APPLICATION INFORMATION MANAGEMENT SYSTEM - CLAIMS 3 (C-3)</p> <p>The Computer Linked Application Information Management System, CLAIMS 3 (C-3), is an electronic tracking system used in the processing of applications and petitions submitted by individuals requesting benefits from Immigration Bureaus. C-3 is located at the Bureau Service Centers, and run on the Local Area Network at each center.</p> <p>C-3 processes certain petitions and applications of individuals who applied for benefits under the Immigration and Nationality Act (I&NA) as amended. The system enables personnel to provide automated support to:</p> <ul style="list-style-type: none"> • Accept fees for certain applications and petitions; • Track processing of the applications and petitions; <p><i>cc Agency, NR, NWMW</i></p>		

- Determine the status of such pending applications and petitions; and
- Locate related physical and automated files to support the bureaus responses to inquiries about these records.

Specific Restrictions: None

Vital Record: Yes

Specific Legal Requirements: 8 USC §§ 1101, 1181, and 1185

Superseded by:
 N1-566-08-12/1
 DATE (MM/DD/YYYY):
 02/15/2008

1. Inputs:

Applications and Petitions. The system contains personal and biographical information extracted from various applications and petitions (that have approved disposition schedules).

TEMPORARY. Destroy/Delete after the data has been transferred to the master file and verified.

2. Master File:

Superseded by:
 N1-566-08-12/2
 DATE (MM/DD/YYYY):
 02/15/2008

Types of data elements include name, address, sex, birth date, nationality, marital status, place and date of marriage, A-File Number, occupation, employment information, Social Security Number (if any), and information regarding family members and relatives.

TEMPORARY. Destroy 15 years after last completed action.

3. Outputs:

Superseded by:
 N1-566-08-12/3
 DATE (MM/DD/YYYY):
 02/15/2008

An overnight CLAIMS 3 LAN report is generated nightly which can produce, upon request, and case based on a receipt number.

TEMPORARY. The reports are maintained at the Service Centers for 15 years, then destroyed.

4. System Documentation:

TEMPORARY. Destroy when the system is superseded, obsolete, or no longer needed for agency business.

Superseded by:
 N1-566-08-12/4
 DATE (MM/DD/YYYY):
 02/15/2008

Privacy Act Restriction: 552a (b)(3)