

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b>		JOB NUMBER <i>71-563-04-5</i>	
To: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		DATE RECEIVED <i>7-2-2003</i>	
1 FROM (Agency or establishment)  Department of Homeland Security		<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 <del>disposition not approved</del> or <del>withdrawn</del> in column 10.	
2 MAJOR SUBDIVISION <i>CITIZENSHIP AND IMMIGRATION SERVICES</i> Bureau of <del>Immigration &amp; Citizenship Services</del>			
3 MINOR SUBDIVISION  Office of International Affairs			
4 NAME OF PERSON WITH WHOM TO CONFER Diana L. Campbell	5 TELEPHONE (202) 514-4913	DATE <i>3-31-04</i>	ARCHIVIST OF THE UNITED STATES <i>John W. Carl</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>3</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 <i>June 27, 2003</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>Shailee Matus for Viola Rowe</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7 Item No	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)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 align="center"><b>Refugee Access Verification Unit Records</b></p> <p>The Bureau of Immigration and Citizenship Services (BICS) adopted a new security measure that requires BICS to review and verify the family relationship of each refugee applicant whose interview is triggered by an Affidavit of Relationship (AOR) filed by an anchor relative in the United States. The Refugee Access Verification Unit (RAVU) is responsible for reviewing these cases.</p> <p>The RAVU system of records located at the BICS Headquarters office in Washington, DC, is a paper/electronic system of records that contains information on:</p> <ul style="list-style-type: none"> <li>• Priority Three (P3) and Priority Four (P4) refugee applicants who have been conditionally approved for refugee resettlement in FY 2001 and FY 2002;</li> </ul>		

- P3 and P4 refugee applicants who have not yet received a refugee clarification interview by BICS; and
- Anchor relative in the United States who have filed an AOR on behalf of a refugee applicant overseas.

Department of State (DOS) contractors, the Overseas Processing Entities (OPEs), who are responsible for pre-BICS, and post-BICS case processing, send photocopies of original refugee case file documents to Headquarters for review. Review findings are recorded on RAVU processing worksheets.

**Specific Restrictions:** The number of refugees that will admitted annually.

**Vital Record:** Yes

**Specific Legal Requirements:** 8 USC §§ 1101, 1157, 1185, and 1522(b)

**1. Inputs:**

- Form I-590 “Registration for Classification as Refugees”
- Affidavit of Relationship; and
- OPE pre-screening documents

TEMPORARY. Original processing sheets will be sent overseas to the OPEs. Photocopies will be maintained at Headquarters in a temporary case file for two years and then destroyed.

**2. Master File:**

- Name and address of anchor relative;
- Alien registration number of anchor relative;
- VOLAG information;
- Bar code number (if applicable);
- Case number (if applicable);
- Name of applicant;
- Principal applicant A-Number (if applicable);
- Relationship to anchor;
- Priority;
- Nationality;
- Processing post;
- Data entry date;
- BICS employee that processed the case;
- Date processed;
- BICS employee that reviewed the information;
- Review date;
- Result of the interview

- Comments;
- Type of fraud (if applicable)

TEMPORARY. Maintain for two years on shared drive then transfer to CD-ROM. The CDs will be stored at Headquarters, Office of International Affairs for 18 years before destruction.

**3. Outputs:**

Printed reports forwarded overseas to the OPEs.

TEMPORARY. Delete/Destroy when no longer needed for agency business.

**4. System Documentation:**

User Manual.

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

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