

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER <i>71-563-04-6</i>	
To: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		DATE RECEIVED <i>9-16-2003</i>	
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disposition request, including amendments, is approved except for items that may be marked Disposition not approved or Withdrawn in column 10.	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 <i>CITIZENSHIP & IMMIGRATION SERVICES</i> Bureau of Immigration & Citizenship Services			
3 MINOR SUBDIVISION Asylum Division			
4 NAME OF PERSON WITH WHOM TO CONFER Diana L. Campbell	5 TELEPHONE (202) 514-4913	DATE <i>5/17/06</i>	ARCHIVIST OF THE UNITED STATES <i>Alan W. ...</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>4</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>09/12/03</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>Veola Gause</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 GRS OR SUPERSEDED JOB CITATION	10.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)
	REFUGEE, ASYLUM & PAROLE SYSTEM (RAPS) RAPS is an automated system of records used to manage, control, and track the following actions: <ul style="list-style-type: none"> • Processing affirmative asylum applications (Forms I-589) and terminating asylum granted by the Bureau of Citizenship and Immigration Services (BCIS), or its predecessor, the Immigration and Naturalization Service (INS); • Adjudication of withholding of deportation prior to January 4, 1995, or for class members of the settlement agreement in <i>American Baptist Churches v. Thornburgh</i> (ABC); • Processing applications for suspension of deportation or special rule cancellation removal pursuant to section 203 		<i>cc: Agency, DR NWNZ</i>

of the Nicaraguan Adjustment and Central American Relief Act (NACARA 203) (Forms I-881) and revoking such status granted by the Bureau of Citizenship and Immigration Services (BCIS), or its predecessor, INS; and

- To assist BCIS management to track productivity, workload, and other performance measures.

Program: Asylum Division

Applicability: Agency-wide

Specific Restrictions: Restrictions on disclosure to third parties as provided in 8 CFR § 208.6 and the Freedom of Information Act. The RAPS system contains highly sensitive personal information. All records in RAPS are protected from unauthorized access through appropriate administrative, physical, and technical safeguards. The safeguards include restricting access to those with a need-to-know to perform their duties.

Vital Record: Yes

Specific Legal Requirements: 8 USC §§ 1101, 1158, 1523 (sections 101(a)(42), 208, 412, and 413 of the Immigration and Nationality Act (I&NA); Section 309 (f)(1) of the Illegal Immigration Reform and Immigrant Responsibility Act (IIRIRA), P.L. 104-208, 110 Stat. 3009, as amended by Section 203 of NACARAA P.L. 105-100; 8 CFR § 208, Subpart A; 8 CFR § 240, Subpart H.

1. Inputs

The data elements contained in the system are compiled from the following documents filed with BCIS, or information from other systems that is flagged, displayed or stored in the RAPS database.

- Form I-589 “Application for Asylum and for Withholding or Removal,” and any supporting documents and testimony;
- Form I-881 “Application for Suspension of Deportation or Special Rule Cancellation of Removal,” and any supporting documents;
- Results of fingerprint and name checks that were submitted to the Federal Bureau of Investigation (FBI) on applicants for benefits; and
- Case management information entered by asylum office personnel;
- Employment authorization-related data from the Computer Linked Application Information Management System (CLAIMS 3); and
- Disposition data in the form of historical records from the Executive Office for Immigration Review (EOIR).

DISPOSITION:

- a. Electronic records.

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

- b. Paper records, Form I-589 “Application for Asylum and Withholding or Removal,” and Form I-881, “Application for Suspension of Deportation or Special Rule Cancellation.”

Place in the applicant’s A-File.

2. Master File

The system may contain the following data elements with respect to principal applicants for benefits described above, and their spouses and children, if they are present in the United States and properly included in asylum application:

- Name
- Language spoken
- Marital status
- Ethnic origin
- Port of entry
- Filing date
- Sex
- Address
- Date of birth
- Country of birth
- Nationality
- Religion
- Social security number
- Date of entry
- Case status information
- Security clearance information
- Alien registration number
- Case history information, including actions taken relevant to the case

DISPOSITION:

- a. Complete system. Restrictions per 5 U.S.C. 552(b) (3)

PERMANENT. Copy data offline annually after case is closed. Transfer to the National Archives after 25 years in accordance with 36 CFR 1228.270. Public access restricted for 75 years after close of case.

- b. Public use version. Consists of redacted copy of item 2a with personal identifiers removed.

PERMANENT. Copy data offline annually after case is closed. Transfer to the National Archives

after 25 years in accordance with 36 CFR 1228.270.

Note: The redacted version becomes obsolete when the unredacted version becomes public.

3. Outputs

The system generates:

- Decision letters;
- Interview notices and filing acknowledgements;
- Form I-181 “Memorandum of Creation of Record of Lawful Permanent Residence”;
- Form I-213 :Records of Deportable Alien (with continuing page I-831)”;
- Form I-862 “Notice to Appear”;
- Form I-863 “Notice of Referral to Immigration Judge;
- In certain cases printouts of data field screens; and
- Workload management, employee performance, and statistical reports.

DISPOSITION: TEMPORARY. Workload management, employee performance, and statistical reports stored at Headquarters and Asylum Field Offices. Destroy when no longer needed for agency business.

Notes:

1. Decision letters printed from the system are sent to the applicant’s attorneys or representatives. Copies are placed in the individual’s A-File.
2. Form I-181 is placed in the individual’s A-File. Forms I-213 (with continuing page I-831), Form I-862 or I-863 and decision letters are sent to the EOIR for the initiation or removal proceedings. Copies are placed in the individual’s A-File.
3. Copies of data screens are placed in the Applicant’s A-File.

4. System Documentation

User manual

DISPOSITION: PERMANENT. Transfer to the National Archives with system data as indicated in items 2a and 2b above.

5. Electronic Mail and Word Processing

Electronic copies of records created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by the other items in this schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.

- a. Copies that have no further administrative value after the recordkeeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other

directories on hard disk or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy.

DISPOSITION: TEMPORARY. Destroy/Delete 180 days after the recordkeeping copy has been produced.

- b. Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy.

DISPOSITION: TEMPORARY. Destroy/Delete when dissemination, revision, or updating is completed.

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