

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER <i>71-563-04-7</i>	
To: NATIONAL ARCHIVES and RECORDS ADMINISTRATION) 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		DATE RECEIVED <i>04</i> <i>11-3-2003</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disposition request, including amendments, is approved except for items that may be marked Disposition not approved or withdrawn in column 10.	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 Bureau of Citizenship & Immigration Services			
3 MINOR SUBDIVISION Asylum Division			
4 NAME OF PERSON WITH WHOM TO CONFER Diana L. Campbell	5 TELEPHONE (202) 514-4913	DATE <i>3/17/06</i>	ARCHIVIST OF THE UNITED STATES <i>Allen Waco</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>10-24-03</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>Uola Bouse</i>	TITLE Director, 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7 Item No	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)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>ASYLUM PRE-SCREENING SYSTEM (APSS)</p> <p>APSS is an automated system of records used to manage, control, and track the following adjudication actions:</p> <ul style="list-style-type: none"> • Credible fear screening cases under section 235(b)(1)(B) of the Immigration and Nationality Act (I&NA); and • Reasonable fear screening cases under section 8 C.F.R. 208.31. <p>APSS provides management with information concerning:</p> <ul style="list-style-type: none"> • The status and/or disposition of individual cases by type and status; • Tracking the status of past and present cases, as well as the final screening decisions of an individual's case; and 		

cc Agency, JNR
DWME

- Tracking 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 APSS system contains highly sensitive personal information. All records in APSS 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 U.S.C. §§ 1101, 1158, 1522, and 1523; sections 101(a) (42), 208, 235 (b) (1) (B), 412, and 413 of the Immigration and Nationality Act (I&NA), and CFR §§ 208.6, 208.30, and 208.31.

1. Inputs

Inputs to the system consist of the following completed forms prepared by the U.S. Citizenship and Immigration (USCIS), U.S. Customs and Border Protection (USBCP), and the U.S. Immigration and Customs Enforcement (USICE):

- Form I-851 “Final Administrative Removal Order”
- Form I-860 “Notice and Order of Expedited Removal”
- Form I-867 AB “Record of Sworn Statements in Proceedings Under Section 235(b)(1) of the Immigration and Nationality Act”
- Form I-870 “Record of Determination/Credible Fear Worksheet”
- Form I-871 “Notice of Intent/Decision to Reinstate Prior Order”
- Form I-899 “Record of Determination/Reasonable Fear Worksheet”
- Disposition data in the form of records from the Executive Office of Immigration Review (EOIR)

DISPOSITION: TEMPORARY. Destroy/Delete after the data has been transferred to the master file and verified with the exception of Form I-870 “Record of Determination/Credible Fear Worksheet” and Form I-899 “Record of Determination/Reasonable Fear Worksheet” which will be placed in the applicant’s A-File.

2. Master File

Types of data elements include:

- Name
- Aliases
- Alien Registration Number
- Language spoken
- Name of detention facility
- Date of detention

- Port of entry
- Date of entry
- Sex
- Date of birth
- Country of birth
- Province
- Nationality
- Citizenship
- Religion
- Location of first encounter with asylum officer
- Case status information
- Action to include: 1. Decisions and decision dates 2. Interview data

DISPOSITION:

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

PERMANENT. Copy data offline annually after the 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.

3. Outputs

The APSS currently generates reports derived from the data in the APSS used for workload management, employee performance and statistical reports.

DISPOSITION: TEMPORARY. Reports will be retained at Headquarters and Asylum Field Offices and destroyed when no longer needed for agency business.

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 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)