REQUEST FOR RECORDS DISPOSITION AUTHORITY

REQUEST FOR RECORDS DISPOSITION AUTHORITY	**JOB NUMBER** _71/-563-04-8_
To NATIONAL ARCHIVES and RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001	**DATE RECEIVED** _10-29-2003_

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disposition request, including amendments, is approved except for items that may be marked disposition not approved or withdrawn in column 10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

Citizenship and Immigration Services

3 MINOR SUBDIVISION

4 NAME OF PERSON WITH WHOM TO CONFER	5 TELEPHONE	DATE	ARCHIVIST OF THE UNITED STATES
Diana L. Campbell	(202) 514-4913	_6-4-04_	_John W. Carl_

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 _1_ 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,

[X] is not required,   [ ] is attached, or   [ ] has been requested

DATE	SIGNATURE OF AGENCY REPRESENTATIVE	TITLE
_10-24-03_	_Veola Krause_	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7 Item No	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	ANNIE The Child Citizenship Act (CCA), effective February 27, 2001, amends the Immigration and Nationality Act (I&NA) to provide certain foreign-born, biological and adopted children of American citizens to automatically acquire American citizenship. These children must meet the following requirements· • Have at least one American citizen parent by birth or naturalization, • Be under 18 years of age; • Live in the legal and physical custody of the American citizen parent, • Be admitted as an immigrant for lawful permanent residence, and		

cc Agency, NR, NWME,
_N.WM W_

- If the child is adopted, the adoption must be full and final.

Annie is an automated system of records located at the Citizenship and Immigration Services (CIS) District Office, in Buffalo, New York The system will be used to create "Certificates of Citizenship" to children that will benefit from the CCA.

Program: Business Process and Reengineering Office

Applicability: Agency-wide

Specific Restrictions: None

Vital Record: Yes

Specific Legal Requirements: 8 U S C. 1103, 8 U S.C 1360, and Sections 320, 322, 341 of the I&NA

a. **INPUTS.**

Major inputs include online entries made by CIS personnel at the Buffalo District Office. This data is taken from DS Optional Form 155A "Application for Immigrant Visa and Alien Registration"

Temporary Becomes a part of the A-File **(NCI-85-80-5/1).**

b. **MASTER FILE**

Type of data elements include

- Name (in Roman letters and native alphabet)
- Other names used or aliases
- Date of birth
- Age
- Place of birth
- Nationality
- Gender
- Address
- Alien registration number

Temporary. Automated information will remain in the database for four years, then deleted.

c. **OUTPUTS**

The system will generate

- Address labels;
- Certificates of Citizenship for mailing; and
- Statistical reports

Temporary. Destroy/delete when no longer needed for agency business.

d. System documentation:

User Manual

Temporary. Destroy when the system becomes obsolete, superseded, or no longer needed for agency business.

e. E-Mail and Word Processing System Copies:

Electronic copies of records that are created on electronic mail and word processing systems and are 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 upgrading, revision, or dissemination.

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

   Temporary. Destroy/Delete within 180 days after the recordkeeping copy has been produced.

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

   Temporary. Destroy/Delete when dissemination, revision, or updating is completed.

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