

Request for Records Disposition Authority

Records Schedule Number DAA-0566-2014-0005

Schedule Status Approved

Agency or Establishment Citizenship and Immigration Services

Record Group / Scheduling Group Records of U.S. Citizenship and Immigration Services

Records Schedule applies to Agency-wide

Schedule Subject USCIS Generated Benefit/Request Documents and Non-Card Documents

Internal agency concurrences will be provided No

Background Information USCIS adjudicates immigration applications and petitions pursuant to the Immigration and Naturalization Act (INA). Through the course of agency business, documents are produced to grant immigration benefits and to signify agency requests and decisions, e.g. booklets, cards, and forms.

This schedule covers those USCIS generated documents without regard to creation method (Legacy or USCIS ELIS) which include, but are not limited to the following:

- I-72, Form Letter for Returning Deficient Applications/Petitions
- I-327, Permit to Re-enter
- I-512, Parole
- I-551, Legal Permanent Resident Card
- I-571, Refugee Travel Document
- I-688, I-688A/B - Temporary Resident Card
- I-766, Employment Authorization Document
- I-797 A/B/C/D/E/F, Notices
- N-550/570/578, Naturalization Certificate
- N-560A/B, N-561, N-645/645A, Citizenship Certificate
- ID Cards, Commonwealth of the Northern Marian Islands (CNMI)

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
2	0	2	0

GAO Approval

Outline of Records Schedule Items for DAA-0566-2014-0005

Sequence Number	
1	USCIS Produced CARD Documents, Non-Card Documents, and Certificates Disposition Authority Number: DAA-0566-2014-0005-0001
2	USCIS Produced BENEFIT Documents Disposition Authority Number: DAA-0566-2014-0005-0002

Records Schedule Items

Sequence Number	
1	<p>USCIS Produced CARD Documents, Non-Card Documents, and Certificates</p> <p>Disposition Authority Number DAA-0566-2014-0005-0001</p> <p>USCIS Produced CARD Documents, Non-Card Documents, and Certificates may be in the possession or returned to the possession of USCIS. These may include, but are not limited to the following: Returned to USCIS from the Customer or Expired; Created with flaws or inaccuracies; Returned to USCIS as found, unable to return to owner.</p> <p>Final Disposition Temporary</p> <p>Item Status Active</p> <p>Is this item media neutral? Yes</p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No</p> <p>Disposition Instruction</p> <p>Retention Period Destroy after system updates and/or verification (if applicable), NOT to exceed 1 year. (NOTE: Documents that are linked to national security, law enforcement, fraud, administrative investigations or actions, etc. shall be retained for a period of 5 years, which may be extended in 1 year increments.)</p> <p>Additional Information</p> <p>GAO Approval Not Required</p>
2	<p>USCIS Produced BENEFIT Documents</p> <p>Disposition Authority Number DAA-0566-2014-0005-0002</p> <p>USCIS Produced BENEFIT Documents in the possession or returned to the possession of USCIS, because the recipient did not claim the document or failed to pick up.</p> <p>Final Disposition Temporary</p> <p>Item Status Active</p> <p>Is this item media neutral? Yes</p> <p>Do any of the records covered by this item currently exist in</p>

electronic format(s) other than e-mail and word processing?

Disposition Instruction

Retention Period

Destroy at the time of BENEFIT DOCUMENT expiration. (NOTE: Documents that are linked to national security, law enforcement, fraud, administrative investigations or actions, etc. shall be retained for a period of 5 years, which may be extended in 1 year increments.)

Additional Information

GAO Approval

Not Required

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 in this schedule are not now needed for the business of the agency or will not be needed after the retention periods specified.

Signatory Information

Date	Action	By	Title	Organization
09/25/2014	Certify	Tricia Canard	USCIS Records Officer	US Citizenship and Immigration Services - Policy and Implementation
09/25/2014	Return for Revision	Rachel BanTonkin	Supervisor, ACNR Appraisal Team 1	National Archives and Records Administration - Records Management Services
02/27/2015	Submit for Concurrence	Rachel BanTonkin	Supervisor, ACNR Appraisal Team 1	National Archives and Records Administration - Records Management Services
03/02/2015	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - Records Management Services
03/04/2015	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
03/08/2015	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist