

Request for Records Disposition Authority

Records Schedule Number DAA-0566-2015-0001
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 Secure Forms Log
Internal agency concurrences will be provided No

Background Information The U.S. Citizenship and Immigration Services (USCIS) processes applications for immigration benefits and issues documentation to applicants that reflects their immigration status and eligibility to travel, work, and live in the United States, as well as their status as derivative or naturalized United States citizens.

Secure forms may be part of the documentation conveying a benefit or accepted as legal proof of status by other benefit-granting organizations and agencies. Secure forms require control and protection to prevent loss, theft, fraud, counterfeiting, or compromise. Secure form logs are used to maintain tracking and accountability of the forms.

Secure forms may include, but are not limited to: Certificates of Naturalization, Certificates of Citizenship, and Approval Notices.

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
1	0	1	0

GAO Approval

Outline of Records Schedule Items for DAA-0566-2015-0001

Sequence Number

1

Secure Forms Log

Disposition Authority Number: DAA-0566-2015-0001-0001

Records Schedule Items

Sequence Number	
1	<p data-bbox="357 414 617 446">Secure Forms Log</p> <p data-bbox="357 468 1136 500">Disposition Authority Number DAA-0566-2015-0001-0001</p> <p data-bbox="357 521 1380 595">Log detailing the accounting and inventorying, transfer, reconciliation, and destruction (e.g. G-1144) of USCIS Secure Forms.</p> <p data-bbox="357 606 909 649">Final Disposition Temporary</p> <p data-bbox="357 659 844 691">Item Status Active</p> <p data-bbox="357 712 812 744">Is this item media neutral? Yes</p> <p data-bbox="357 766 812 893">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 data-bbox="357 925 665 957">Disposition Instruction</p> <p data-bbox="357 978 1510 1064">Cutoff Instruction Log cutoff may be any of the following: Last entry in a log, end of fiscal year, or end of calendar year.</p> <p data-bbox="357 1074 1510 1340">Retention Period Destroy 7 years from cutoff. (NOTE: When linked to national security, law enforcement, fraud, administrative investigations or actions, etc. (aka security incident), the log shall be retained 5 years beyond the security incident. Extensions may be granted in 1 year increments. Total retention cannot be less than 7 years from cutoff.)</p> <p data-bbox="357 1372 665 1404">Additional Information</p> <p data-bbox="357 1425 941 1457">GAO Approval Not Required</p>

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
10/29/2014	Certify	Tricia Canard	USCIS Records Officer	US Citizenship and Immigration Services - Policy and Implementation
12/22/2014	Submit for Concurrence	Rachel BanTonkin	Supervisor, ACNR Appraisal Team 1	National Archives and Records Administration - Records Management Services
12/29/2014	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - Records Management Services
01/08/2015	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
01/12/2015	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist