

Request for Records Disposition Authority

Records Schedule Number DAA-0566-2015-0002
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 Cuban Haitian Entrant Program (CHEP)
Internal agency concurrences will be provided No

Background Information The CHEP was established to provide eligible Cubans and Haitians with certain benefits and services.

CHEP is a federal program pursuant to Title V, Section 501(c) of P.L. 96-422 (the Refugee Education Assistance Act of 1980), as delegated to the Secretary of Homeland Security by Executive Order 12341 as amended by Executive Order 13286, which is administered by U.S. Citizenship and Immigration Services (USCIS) and coordinates the reception, processing and community placement of eligible Cubans and Haitians paroled into the United States. USCIS currently has agreements with the United States Conference of Catholic Bishops (USCCB) and Church World Service (CWS) to provide assistance. Additional CHEP services are also provided by the Office of Refugee Resettlement (ORR), within the Administration for Children and Families (ACF) at the U.S. Department of Health and Human Services.

NOTE: This retention schedule covers both paper and electronic records.

GRANT CASE FILES

CHEP GRANT files may include, but are not limited to: Grant applications, proposals and agreements; Terms and conditions, memorandums, reports and correspondence

Accepted/approved requests/applications.

TEMPORARY. Cut off at the end of the fiscal year. Destroy 10 years after final closeout of grant. (This retention is in accordance with GRS1.2.20.)

Unsuccessful (either denied or withdrawn) applications:

Temporary: Destroy 3 years after rejection or withdrawal of grant.
(This retention is in accordance with GRS 1.2.21.)

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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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-0566-2015-0002

Sequence Number	
1	INTAKE FILES Disposition Authority Number: DAA-0566-2015-0002-0001
2	STATISTICAL REPORTS Disposition Authority Number: DAA-0566-2015-0002-0002

Records Schedule Items

Sequence Number	
1	<p>INTAKE FILES</p> <p>Disposition Authority Number DAA-0566-2015-0002-0001</p> <p>Intake Files consist of copies of the application information and related supporting documentation. Records may also include but are not limited to: Supporting and Related Intake material (e.g. case narratives related to interviews, etc.); Names of Border Crossers (i.e. southwest / northern border); Arrival Records (e.g. Miami International Airport, Boat, Cuban Medical Parole Program, etc.).</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>GRS or Superseded Authority Citation NC1-379-85-02 item 3</p> <p>Disposition Instruction</p> <p>Cutoff Instruction Cut-off at end of calendar year.</p> <p>Retention Period Destroy/delete 3 years after cut-off.</p> <p>Additional Information</p> <p>GAO Approval Not Required</p>
2	<p>STATISTICAL REPORTS</p> <p>Disposition Authority Number DAA-0566-2015-0002-0002</p> <p>These records consist of monthly and yearly statistical reports and other reports used for reference created for tracking Cuban/Haitian entrants within components of the CHEP program. Some of the monthly reports may include CHEP resettlement statistics, southwest border crossers, northern border crossers, Cuban Medical Parole Program entrants and referrals to the Parolee Orientation Program.</p> <p>Final Disposition Temporary</p> <p>Item Status Active</p> <p>Is this item media neutral? Yes</p>

Do any of the records covered
by this item currently exist in
electronic format(s) other than e-
mail and word processing?

No

Disposition Instruction

Cutoff Instruction

Cut off at the end of the fiscal year

Retention Period

Destroy when 3 years old.

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
06/04/2015	Return to Submitter	Joseph Martinez	HQ Records Officer Staff	US Citizenship and Immigration Services - Policy and Implementation Branch
06/09/2015	Certify	Joseph Martinez	HQ Records Officer Staff	US Citizenship and Immigration Services - Policy and Implementation Branch
07/29/2015	Return for Revision	Rachel BanTonkin	Supervisor, ACNR Appraisal Team 1	National Archives and Records Administration - Records Management Services
08/04/2015	Submit For Certification	Christopher Pleasant	HQ Records Officer Staff	US Citizenship and Immigration Services - Policy and Implementation Branch
08/18/2015	Return to Submitter	Joseph Martinez	HQ Records Officer Staff	US Citizenship and Immigration Services - Policy and Implementation Branch
09/02/2015	Submit For Certification	Christopher Pleasant	HQ Records Officer Staff	US Citizenship and Immigration Services - Policy and Implementation Branch
09/03/2015	Certify	Joseph Martinez	HQ Records Officer Staff	US Citizenship and Immigration Services - Policy and Implementation Branch
10/30/2015	Submit for Concurrence	Rachel BanTonkin	Supervisor, ACNR Appraisal Team 1	National Archives and Records Administration - Records Management Services

11/04/2015	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
11/05/2015	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
11/06/2015	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist