

Request for Records Disposition Authority

Records Schedule Number DAA-0566-2015-0003

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 Department-wide

Schedule Subject I-924, Application for Regional Center Under the Immigrant Investor Pilot Program

I-924A, Supplement to Form I-924

Internal agency concurrences will be provided No

Background Information

The Immigrant Investor Program Office (IPO), also known as the Regional Center Program, was created by Congress in 1992 to stimulate the U.S. economy through job creation and capital investment by foreign investors. USCIS administers the IPO and provides a channel for foreign nationals to acquire a legal permanent resident card based on regulations outlined in section 203(b)(5) of the Immigration and Nationality Act (INA). By law, USCIS may grant immigrant visas to EB-5 investors, some of these visas are set aside for those investing in new commercial enterprises (NCE) associated with a regional center. A Regional Center has jurisdiction over a limited geographic area and is defined as any economic entity, public or private, which is involved with the promotion of economic growth, improved regional productivity, job creation, and increased domestic capital investment.

Eligible individuals begin the IPO process when they file Form I-924 in support of a Regional Center. Form I-924 is also used to amend a previously approved Regional Center. If a Regional Center is approved, Form I-924A is filed annually to demonstrate continued eligibility for the Regional Center designation.

Any/All supporting documentation (i.e. benefit application package) is retained for a period of time equaling the form (I-924/I-924A) itself.

This schedule applies to Forms I-924/I-924A and the prior informal requests regardless of media type.

Exception:

Records that are linked to national security, law enforcement, fraud or administrative investigations or actions may be retained for a longer timeframe or transferred to a system of records with a longer retention period as appropriate.

Note: Form I-924A when APPROVED, DENIED, ADMINISTRATIVELY CLOSED, or WITHDRAWN is consolidated into the corresponding regional center file (I-924).

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
6	0	6	0

GAO Approval

Outline of Records Schedule Items for DAA-0566-2015-0003

Sequence Number	
1	Form I-924, Application for Regional Center Under the Immigrant Investor Pilot Program
1.1	I-924 when APPROVED Disposition Authority Number: DAA-0566-2015-0003-0001
1.2	Form I-924 when DENIED Disposition Authority Number: DAA-0566-2015-0003-0002
1.3	Form I-924 when WITHDRAWN Disposition Authority Number: DAA-0566-2015-0003-0003
1.4	Form I-924 when TERMINATED Disposition Authority Number: DAA-0566-2015-0003-0004
1.5	Form I-924 When REJECTED due to NON-SUFFICIENT FUNDS (NSF) Disposition Authority Number: DAA-0566-2015-0003-0005
2	Form I-924A, Supplement to Form I-924
2.1	I-924A when REJECTED due to NON-SUFFICIENT FUNDS (NSF) Disposition Authority Number: DAA-0566-2015-0003-0006

Records Schedule Items

Sequence Number	
1	Form I-924, Application for Regional Center Under the Immigrant Investor Pilot Program
1.1	I-924 when APPROVED
	Disposition Authority Number DAA-0566-2015-0003-0001
	Final Disposition Temporary
	Item Status Active
	Is this item media neutral? Yes
	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
	Retention Period Destroy 75 years from date last related I-526 is adjudicated.
	Additional Information
	GAO Approval Not Required
1.2	Form I-924 when DENIED
	Disposition Authority Number DAA-0566-2015-0003-0002
	Final Disposition Temporary
	Item Status Active
	Is this item media neutral? Yes
	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
	Retention Period Destroy 5 years from date of denial.
	Additional Information
	GAO Approval Not Required
1.3	Form I-924 when WITHDRAWN

1.4	Disposition Authority Number	DAA-0566-2015-0003-0003
	Final Disposition	Temporary
	Item Status	Active
	Is this item media neutral?	Yes
	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	
	Retention Period	Destroy 5 years from date withdrawal is acknowledged.
	Additional Information	
	GAO Approval	Not Required
	Form I-924 when TERMINATED	
1.5	Disposition Authority Number	DAA-0566-2015-0003-0004
	Final Disposition	Temporary
	Item Status	Active
	Is this item media neutral?	Yes
	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	
	Retention Period	Destroy 75 years from the date of termination .
	Additional Information	
	GAO Approval	Not Required
	Form I-924 When REJECTED due to NON-SUFFICIENT FUNDS (NSF)	
1.5	Disposition Authority Number	DAA-0566-2015-0003-0005
	Final Disposition	Temporary
	Item Status	Active
	Is this item media neutral?	Yes
	Do any of the records covered by this item currently exist in	No

2
2.1

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

Disposition Instruction

Retention Period Destroy 2 years from notice of NSF

Additional Information

GAO Approval Not Required

Form I-924A, Supplement to Form I-924

I-924A when REJECTED due to NON-SUFFICIENT FUNDS (NSF)

Disposition Authority Number DAA-0566-2015-0003-0006

Final Disposition Temporary

Item Status Active

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No

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

Disposition Instruction

Retention Period Destroy 2 years from notice of NSF.

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
06/11/2015	Certify	Joseph Martinez	HQ Records Officer Staff	US Citizenship and Immigration Services - Policy and Implementation Branch
03/28/2016	Submit for Concurrence	Rachel BanTonkin	Supervisor, ACNR Appraisal Team 1	National Archives and Records Administration - Records Management Services
03/29/2016	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
03/30/2016	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
03/31/2016	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist