

Request for Records Disposition Authority

Records Schedule Number DAA-0566-2015-0004
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 Form I-90, Application to Replace Permanent Resident Card
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.

Form I-90, Application to replace Permanent Resident Card, is used by permanent residents to apply for a replacement or renewal of their existing Permanent Resident Cards.

This form may also be used by conditional permanent residents to apply for replacement of an existing Permanent Resident Card; however, conditional permanent residents must not use this form to apply for an extension or renewal of their status.

I-90 application submissions often include supporting evidence/documentation. Supporting evidence/documentation may include, but is not limited to:

- Copies of birth/marriage certificates
- Verification of address
- Employment verification
- Legal name change

NOTE: This schedule covers all I-90s that are adjudicated via USCIS ELIS I-90 adjudicative capabilities regardless of original submission type. USCIS ELIS I-90 capabilities were initially deployed on 11/12/2014. I-90s adjudicated outside of USCIS ELIS I-90 are governed by previous retention schedules. All submitted documentation is subject to destruction after being scanned into USCIS ELIS.

Exception: Records that are linked to national security, law enforcement, fraud, administrative investigations or actions, etc. shall be retained for an additional period of 5 years, which may be extended in 5 year increments

This schedule supports:

- The USCIS initiative to move from paper to electronic records in compliance with the media neutral guidance found in 36 CFR § 1225.24 and the E-Government Act of 2002.
- This schedule also complies with GRS 4.3, Items 10 and 11 (for previously scheduled records).

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
8	0	8	0

GAO Approval

Outline of Records Schedule Items for DAA-0566-2015-0004

Sequence Number	
1	Form I-90, Application to Replace Permanent Resident Card and supporting documentation/evidence
1.1	Form I-90 when APPROVED Disposition Authority Number: DAA-0566-2015-0004-0001
1.2	Form I-90 when DENIED Disposition Authority Number: DAA-0566-2015-0004-0002
1.3	Form I-90 when ABANDONED Disposition Authority Number: DAA-0566-2015-0004-0003
1.4	Form I-90 when WITHDRAWN Disposition Authority Number: DAA-0566-2015-0004-0004
1.5	Form I-90 when TERMINATED Disposition Authority Number: DAA-0566-2015-0004-0005
1.6	Form I-90 when ADMINISTRATIVELY CLOSED Disposition Authority Number: DAA-0566-2015-0004-0006
1.7	Form I-90 when REJECTED due to NON-SUFFICIENT FUNDS (NSF) Disposition Authority Number: DAA-0566-2015-0004-0007
1.8	When REJECTED by the Lockbox Disposition Authority Number: DAA-0566-2015-0004-0008

Records Schedule Items

Sequence Number	
1	Form I-90, Application to Replace Permanent Resident Card and supporting documentation/evidence
1.1	Form I-90 when APPROVED
	Disposition Authority Number DAA-0566-2015-0004-0001
	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/Delete data 12 years from date of adjudication.
	Additional Information
	GAO Approval Not Required
1.2	Form I-90 when DENIED
	Disposition Authority Number DAA-0566-2015-0004-0002
	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/Delete data 12 years from date of adjudication.
	Additional Information
	GAO Approval Not Required

1.3

Form I-90 when ABANDONED

Disposition Authority Number DAA-0566-2015-0004-0003

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/Delete data 12 years from date of adjudication.

Additional Information

GAO Approval Not Required

1.4

Form I-90 when WITHDRAWN

Disposition Authority Number DAA-0566-2015-0004-0004

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/Delete data 12 years from date withdrawal is acknowledged.

Additional Information

GAO Approval Not Required

1.5

Form I-90 when TERMINATED

Disposition Authority Number DAA-0566-2015-0004-0005

Final Disposition Temporary

Item Status Active

Is this item media neutral? Yes

1.6	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/Delete data 12 years from the date of termination.
	Additional Information	
	GAO Approval	Not Required
	Form I-90 when ADMINISTRATIVELY CLOSED	
	Disposition Authority Number	DAA-0566-2015-0004-0006
	Final Disposition	Temporary
	Item Status	Active
	Is this item media neutral?	Yes
1.7	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/Delete data 12 years from date of adjudication.
	Additional Information	
	GAO Approval	Not Required
	Form I-90 when REJECTED due to NON-SUFFICIENT FUNDS (NSF)	
	Disposition Authority Number	DAA-0566-2015-0004-0007
	Final Disposition	Temporary
	Item Status	Active
	Is this item media neutral?	Yes
1.7	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/Delete data 2 years from notice of NSF.

1.8

Additional Information

GAO Approval Not Required

When REJECTED by the Lockbox

Disposition Authority Number DAA-0566-2015-0004-0008

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/Delete data 6 years from date of rejection.

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
07/15/2015	Certify	Joseph Martinez	HQ Records Officer Staff	US Citizenship and Immigration Services - Policy and Implementation Branch
07/22/2015	Return for Revision	Rachel BanTonkin	Supervisor, ACNR Appraisal Team 1	National Archives and Records Administration - Records Management Services
07/27/2015	Submit For Certification	Joseph Martinez	HQ Records Officer Staff	US Citizenship and Immigration Services - Policy and Implementation Branch
07/29/2015	Certify	Joseph Martinez	HQ Records Officer Staff	US Citizenship and Immigration Services - Policy and Implementation Branch
09/08/2015	Submit for Concurrence	Rachel BanTonkin	Supervisor, ACNR Appraisal Team 1	National Archives and Records Administration - Records Management Services
09/09/2015	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
09/11/2015	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
09/15/2015	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist