

INACTIVE - ALL ITEMS SUPERSEDED

Request for Records Disposition Authority

Records Schedule Number **DAA-0566-2015-0005**
Schedule Status **Modified Approved Version**

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 **N-647 (Oath of Allegiance and Order Granting Request for Name Change)**
Internal agency concurrences will be provided **No**

Background Information **Form N-647 primarily serves as a roster of candidates for the Oath of Allegiance Ceremony. In judicial ceremonies, the N-647 certified to the court that the applicant had been determined by USCIS to be eligible for admission to United States citizenship upon taking the requisite oath of allegiance and renunciation in a public ceremony. The N-647 is prepared by USCIS and is used as a list to update the Computer-Linked Application Information Management System 4 (CLAIMS 4) to reflect naturalization of an applicant.**

Form information includes, but is not limited to: Date of Naturalization, Alien Registration Number (A-Number), Alien Name, and Naturalization Certificate Number.

This schedule covers USCIS (USCIS & Legacy INS) Forms/ Documents/Lists regardless of creation date and document title that are used for functions similar to the N-647.

NOTE: Extensions may be granted in 1 year increments where ongoing concerns about one or more persons on the roster list exist relating to national security, law enforcement, public safety, fraud, administrative investigations or similar matters.

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of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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

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NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
Request for Records Disposition Authority

Records Schedule: DAA-0566-2015-0005

Outline of Records Schedule Items for DAA-0566-2015-0005

Sequence Number	
1	Form N-647, Oath of Allegiance and Order Granting Request for Name Change Disposition Authority Number: DAA-0566-2015-0005-0001

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Records Schedule Items

Sequence Number	
1	<p>Form N-647, Oath of Allegiance and Order Granting Request for Name Change</p> <p>Disposition Authority Number DAA-0566-2015-0005-0001</p> <p>Final Disposition Temporary</p> <p>Item Status Inactive</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>Inactive Status Explanation This item is inactive because it was superseded by New Disposition Authority Number: DAA-0566-2016-0017-0002</p> <p>Disposition Instruction</p> <p>Retention Period Destroy 7 years from ceremony date.</p> <p>Additional Information</p> <p>GAO Approval Not Required</p>

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NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
Request for Records Disposition Authority

Records Schedule: **DAA-0566-2015-0005**

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
09/08/2015	Submit for Concurrency	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

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