

Request for Records Disposition Authority

Records Schedule Number DAA-0566-2016-0003
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 Agency-wide
Schedule Subject Known Employer Document Library (KEDL)
Internal agency concurrences will be provided No

Background Information The Known Employer Document Library (KEDL) application provides participating employers the ability to upload routinely submitted documents to support multiple individual petitions. KEDL documents are used by USCIS, Department of State (DOS) and U.S. Customs and Border Protection (CBP) officers in the adjudication of immigration benefits for certain immigrant and nonimmigrant classifications (i.e., E12, E13, H-1B, L-1 and TN).

KEDL allows users to create, upload, re-upload (versioning), search, update, view, download copies, change document status, and print documents. Employers cannot delete documents once they have been uploaded. In addition to document management, KEDL users can create and manage employer profiles and system administration functionality such as managing document attributes/options, i.e. document tag, purpose, type, status, etc.

Note: GRS 3.2, Item 31 applies to the following categories. However, specific retentions are provided:

- USCIS User Profiles, CPB/Department of State User Profiles, Employer User Profiles (individual user): Are to be retained for 6 years after account access is terminated.
- Attorney or Designated Representative Accounts: Are to be retained for 6 years from last adjudicative action.
- Employer Profiles (Business): Are to be retained for 15 years after access termination (access termination by the employer or USCIS).

NOTE: Records that are linked to national security, law enforcement, fraud, administrative investigations or actions, congressional inquiries or similar matters may be extended beyond the applicable retention period in five-year increments.

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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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-0566-2016-0003

Sequence Number

1

KEDL Documents

Disposition Authority Number: DAA-0566-2016-0003-0001

Records Schedule Items

Sequence Number		
1	KEDL Documents	
	Disposition Authority Number	DAA-0566-2016-0003-0001
	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	Delete/Destroy 15 years from last adjudicative action.
	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
02/16/2016	Certify	Joseph Martinez	Records Officer	US Citizenship and Immigration Services - Policy and Implementation Branch
03/04/2016	Return for Revision	Rachel BanTonkin	Supervisor, ACNR Appraisal Team 1	National Archives and Records Administration - Records Management Services
03/07/2016	Submit For Certification	Joseph Martinez	Records Officer	US Citizenship and Immigration Services - Policy and Implementation Branch
03/07/2016	Certify	Joseph Martinez	Records Officer	US Citizenship and Immigration Services - Policy and Implementation Branch
06/06/2016	Submit for Concurrence	Rachel BanTonkin	Supervisor, ACNR Appraisal Team 1	National Archives and Records Administration - Records Management Services
06/09/2016	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
06/09/2016	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
06/13/2016	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist