

## Request for Records Disposition Authority

Records Schedule Number	DAA-0566-2016-0004
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-131 Application for Travel Document
Internal agency concurrences will be provided	No
Background Information	<p>Form I-131 is used to apply for a re-entry permit, refugee travel document or advanced parole travel document, to include parole into the U.S. for humanitarian reasons.</p> <p>This schedule applies to applications, petitions, and requests regardless of original submission type (including applications, petitions, and requests that are adjudicated via USCIS electronic systems regardless of original submission type).</p> <p>This schedule does not apply to applications, petitions, and requests already placed in Alien Files (A-Files). This schedule is day forward from Archivist of the United States approval.</p> <p>Note: All documentation submitted in support of a USCIS application, petition, or request is subject to destruction after being scanned into USCIS electronic systems. Submitted documentation may include, but is not limited:</p> <ul style="list-style-type: none"><li>• Applications, Petitions, or Requests</li><li>• Supporting Documentation</li><li>• Unrequested Documentation</li></ul> <p>Exception:</p> <p>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.</p> <p>This schedule supports:</p> <ul style="list-style-type: none"><li>• 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.</li></ul>

- 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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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-0566-2016-0004

Sequence Number	
1	I-131 When APPROVED Disposition Authority Number: DAA-0566-2016-0004-0001
2	I-131 When DENIED Disposition Authority Number: DAA-0566-2016-0004-0002
3	I-131 When ABANDONED Disposition Authority Number: DAA-0566-2016-0004-0003
4	I-131 When WITHDRAWN Disposition Authority Number: DAA-0566-2016-0004-0004
5	I-131 When TERMINATED Disposition Authority Number: DAA-0566-2016-0004-0005
6	I-131 When ADMINISTRATIVELY CLOSED Disposition Authority Number: DAA-0566-2016-0004-0006
7	I-131 When REJECTED due to NON-SUFFICIENT FUNDS (NSF) Disposition Authority Number: DAA-0566-2016-0004-0007
8	I-131 When REJECTED by the Lockbox Disposition Authority Number: DAA-0566-2016-0004-0008

## Records Schedule Items

Sequence Number	
1	<p><b>I-131 When APPROVED</b></p> <p>Disposition Authority Number      <b>DAA-0566-2016-0004-0001</b></p> <p>Final Disposition                      <b>Temporary</b></p> <p>Item Status                              <b>Active</b></p> <p>Is this item media neutral?          <b>Yes</b></p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?      <b>No</b></p> <p>GRS or Superseded Authority Citation      <b>N1-085-96-001 / 2 / Day Forward</b></p> <p>Disposition Instruction</p> <p>Retention Period                      <b>Destroy 10 years from the expiration of the authorized validity period.</b></p> <p>Additional Information</p> <p>GAO Approval                            <b>Not Required</b></p>
2	<p><b>I-131 When DENIED</b></p> <p>Disposition Authority Number      <b>DAA-0566-2016-0004-0002</b></p> <p>Final Disposition                      <b>Temporary</b></p> <p>Item Status                              <b>Active</b></p> <p>Is this item media neutral?          <b>Yes</b></p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?      <b>No</b></p> <p>GRS or Superseded Authority Citation      <b>N1-085-96-001 / 2 / Day Forward</b></p> <p>Disposition Instruction</p> <p>Retention Period                      <b>Destroy 10 years from date of adjudicative decision.</b></p> <p>Additional Information</p> <p>GAO Approval                            <b>Not Required</b></p>

3	<b>I-131 When ABANDONED</b>	
	Disposition Authority Number	DAA-0566-2016-0004-0003
	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 10 years from date of adjudicative decision.
	Additional Information	
	GAO Approval	Not Required
4	<b>I-131 When WITHDRAWN</b>	
	Disposition Authority Number	DAA-0566-2016-0004-0004
	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 10 years from date of adjudicative decision.
	Additional Information	
	GAO Approval	Not Required
5	<b>I-131 When TERMINATED</b>	
	Disposition Authority Number	DAA-0566-2016-0004-0005
	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

6

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

Disposition Instruction

Retention Period Destroy 10 years from date of adjudicative decision.

Additional Information

GAO Approval Not Required

**I-131 When ADMINISTRATIVELY CLOSED**

Disposition Authority Number DAA-0566-2016-0004-0006

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

Disposition Instruction

Retention Period Destroy 10 years from date of adjudicative decision.

Additional Information

GAO Approval Not Required

7

**I-131 When REJECTED due to NON-SUFFICIENT FUNDS (NSF)**

Disposition Authority Number DAA-0566-2016-0004-0007

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 2 years from date of NSF notice.

Additional Information

GAO Approval Not Required

8	<b>I-131 When REJECTED by the Lockbox</b>	
	Disposition Authority Number	DAA-0566-2016-0004-0008
	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
03/04/2016	Certify	Joseph Martinez	Records Officer	US Citizenship and Immigration Services - Policy and Implementation Branch
04/18/2016	Return for Revision	Ashby Crowder	Archives Specialist	National Archives and Records Administration - RDTP@ Archives II Processing Section
04/18/2016	Submit For Certification	Joseph Martinez	Records Officer	US Citizenship and Immigration Services - Policy and Implementation Branch
04/18/2016	Certify	Joseph Martinez	Records Officer	US Citizenship and Immigration Services - Policy and Implementation Branch
05/09/2016	Return for Revision	Ashby Crowder	Archives Specialist	National Archives and Records Administration - RDTP@ Archives II Processing Section
05/09/2016	Submit For Certification	Joseph Martinez	Records Officer	US Citizenship and Immigration Services - Policy and Implementation Branch
05/09/2016	Certify	Joseph Martinez	Records Officer	US Citizenship and Immigration Services - Policy and Implementation Branch
07/11/2016	Submit for Concurrence	Ashby Crowder	Archives Specialist	National Archives and Records Administration - ACRA
07/12/2016	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program



				- ACNR Records Management Services
07/12/2016	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
07/13/2016	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist