

Request for Records Disposition Authority

Records Schedule Number DAA-0566-2016-0005
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-765 Application for Employment Authorization
Internal agency concurrences will be provided No

Background Information Form I-765 is required for certain classes of aliens to request employment authorization in the United States. Eligible applicants may include, but are not limited to: refugees, students who have been granted permission to work, prospective spouses of U.S. Citizens who have been admitted on fiancée visas, and others.

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). This schedule applies to ALL I-765s (independently and concurrently filed).

This schedule does not apply to applications, petitions, and requests already placed in Alien Files (A-Files). This schedule is day forward from 9/18/2013.

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:

- Applications, Petitions, or Requests
- Supporting Documentation
- Unrequested Documentation

Exception:

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.

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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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-0566-2016-0005

Sequence Number	
1	I-765 When APPROVED Disposition Authority Number: DAA-0566-2016-0005-0001
2	I-765 When DENIED Disposition Authority Number: DAA-0566-2016-0005-0002
3	I-765 When ABANDONED Disposition Authority Number: DAA-0566-2016-0005-0003
4	I-765 When WITHDRAWN Disposition Authority Number: DAA-0566-2016-0005-0004
5	I-765 When TERMINATED Disposition Authority Number: DAA-0566-2016-0005-0005
6	I-765 When ADMINISTRATIVELY CLOSED Disposition Authority Number: DAA-0566-2016-0005-0006
7	I-765 When REJECTED due to NON-SUFFICIENT FUNDS (NSF) Disposition Authority Number: DAA-0566-2016-0005-0007
8	When REJECTED by the Lockbox Disposition Authority Number: DAA-0566-2016-0005-0008

Records Schedule Items

Sequence Number		
1	I-765 When APPROVED	
	Disposition Authority Number	DAA-0566-2016-0005-0001
	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
	GRS or Superseded Authority Citation	DAA-0566-2013-0001-0001
	Disposition Instruction	
	Retention Period	Destroy 7 years from the expiration of the authorized employment period.
	Additional Information	
	GAO Approval	Not Required
2	I-765 When DENIED	
	Disposition Authority Number	DAA-0566-2016-0005-0002
	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
	GRS or Superseded Authority Citation	DAA-0566-2013-0001-0002
	Disposition Instruction	
	Retention Period	Destroy 7 years from date of adjudicative decision.
	Additional Information	
	GAO Approval	Not Required

3	I-765 When ABANDONED	
	Disposition Authority Number	DAA-0566-2016-0005-0003
	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 7 years from date of adjudicative decision.
	Additional Information	
	GAO Approval	Not Required
4	I-765 When WITHDRAWN	
	Disposition Authority Number	DAA-0566-2016-0005-0004
	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
	GRS or Superseded Authority Citation	DAA-0566-2013-0001-0002
	Disposition Instruction	
	Retention Period	Destroy 7 years from date of adjudicative decision.
	Additional Information	
GAO Approval	Not Required	
5	I-765 When TERMINATED	
	Disposition Authority Number	DAA-0566-2016-0005-0005
	Final Disposition	Temporary
	Item Status	Active
	Is this item media neutral?	Yes

6	Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	No
	GRS or Superseded Authority Citation	DAA-0566-2013-0001-0002
	Disposition Instruction	
	Retention Period	Destroy 7 years from date of adjudicative decision.
	Additional Information	
	GAO Approval	Not Required
	I-765 When ADMINISTRATIVELY CLOSED	
	Disposition Authority Number	DAA-0566-2016-0005-0006
	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	
7	Disposition Instruction	
	Retention Period	Destroy 7 years from date of adjudicative decision.
	Additional Information	
	GAO Approval	Not Required
	I-765 When REJECTED due to NON-SUFFICIENT FUNDS (NSF)	
	Disposition Authority Number	DAA-0566-2016-0005-0007
	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.	

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Additional Information

GAO Approval Not Required

When REJECTED by the Lockbox

Disposition Authority Number DAA-0566-2016-0005-0008

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
04/12/2016	Return for Revision	Rachel BanTonkin	Supervisor, ACNR Appraisal Team 1	National Archives and Records Administration - Records Management Services
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
08/11/2016	Submit for Concurrence	Rachel BanTonkin	Supervisor, ACNR Appraisal Team 1	National Archives and Records Administration - Records Management Services
08/17/2016	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
08/17/2016	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
08/18/2016	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist