

Request for Records Disposition Authority

Records Schedule Number **DAA-0566-2016-0006**
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 **I-821D, Consideration of Deferred Action for Childhood Arrivals**
Internal agency concurrences will be provided **No**

Background Information

On June 15, 2012, the Secretary of Homeland Security announced that certain people who came to the United States as children and meet several guidelines may request consideration of deferred action for a period of two years, subject to renewal. Deferred action is a use of prosecutorial discretion to defer removal action against an individual for a certain period of time. Deferred action does not provide lawful status.

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 and meet NARA standards for digital images regardless of original submission type).

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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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	6	2	0

GAO Approval

Outline of Records Schedule Items for DAA-0566-2016-0006

Sequence Number	
1	Form I-821D Consideration of Deferred Action for Childhood Arrivals and supporting documentation/evidence
1.1	When APPROVED Disposition Authority Number: DAA-0566-2016-0006-0001
1.2	When DENIED Disposition Authority Number: DAA-0566-2016-0006-0002
1.3	When ABANDONED Disposition Authority Number: DAA-0566-2016-0006-0003
1.4	When WITHDRAWN Disposition Authority Number: DAA-0566-2016-0006-0004
1.5	When TERMINATED Disposition Authority Number: DAA-0566-2016-0006-0005
1.6	When ADMINISTRATIVELY CLOSED Disposition Authority Number: DAA-0566-2016-0006-0006
1.7	When REJECTED due to NON-SUFFICIENT FUNDS (NSF) Disposition Authority Number: DAA-0566-2016-0006-0007
1.8	When REJECTED by the Lockbox Disposition Authority Number: DAA-0566-2016-0006-0008

Records Schedule Items

Sequence Number	
1	Form I-821D Consideration of Deferred Action for Childhood Arrivals and supporting documentation/evidence
1.1	When APPROVED
	Disposition Authority Number DAA-0566-2016-0006-0001
	Final Disposition Permanent
	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
	Transfer to the National Archives for Accessioning Transfer data to the National Archives and Records Administration (NARA) 100 years from the individual's Date Of Birth (DOB).
	Additional Information
	What will be the date span of the initial transfer of records to the National Archives? Unknown The initial transfer will include requestors born between 1980-1985.
	How frequently will your agency transfer these records to the National Archives? Every 5 Years
1.2	When DENIED
	Disposition Authority Number DAA-0566-2016-0006-0002
	Final Disposition Permanent
	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	
	Transfer to the National Archives for Accessioning	Transfer data to the National Archives and Records Administration (NARA) 100 years from the individual's Date Of Birth (DOB).
	Additional Information	
	What will be the date span of the initial transfer of records to the National Archives?	Unknown The initial transfer will include requestors born between 1980-1985.
	How frequently will your agency transfer these records to the National Archives?	Every 5 Years
1.3	When ABANDONED	
	Disposition Authority Number	DAA-0566-2016-0006-0003
	Final Disposition	Permanent
	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	
	Transfer to the National Archives for Accessioning	Transfer data to the National Archives and Records Administration (NARA) 100 years from the individual's Date Of Birth (DOB).
	Additional Information	
	What will be the date span of the initial transfer of records to the National Archives?	Unknown The initial transfer will include requestors born between 1980-1985.
	How frequently will your agency transfer these records to the National Archives?	Every 5 Years
1.4	When WITHDRAWN	
	Disposition Authority Number	DAA-0566-2016-0006-0004

	Final Disposition	Permanent
	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	
	Transfer to the National Archives for Accessioning	Transfer data to the National Archives and Records Administration (NARA) 100 years from the individual's Date Of Birth (DOB).
	Additional Information	
	What will be the date span of the initial transfer of records to the National Archives?	Unknown The initial transfer will include requestors born between 1980-1985.
	How frequently will your agency transfer these records to the National Archives?	Every 5 Years
1.5	When TERMINATED	
	Disposition Authority Number	DAA-0566-2016-0006-0005
	Final Disposition	Permanent
	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	
	Transfer to the National Archives for Accessioning	Transfer data to the National Archives and Records Administration (NARA) 100 years from the individual's Date Of Birth (DOB).
	Additional Information	
	What will be the date span of the initial transfer of records to the National Archives?	Unknown The initial transfer will include requestors born between 1980-1985.

	How frequently will your agency transfer these records to the National Archives?	Every 5 Years
1.6	When ADMINISTRATIVELY CLOSED	
	Disposition Authority Number	DAA-0566-2016-0006-0006
	Final Disposition	Permanent
	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	
	Transfer to the National Archives for Accessioning	Transfer data to the National Archives and Records Administration (NARA) 100 years from the individual's Date Of Birth (DOB).
	Additional Information	
	What will be the date span of the initial transfer of records to the National Archives?	Unknown The initial transfer will include requestors born between 1980-1985.
	How frequently will your agency transfer these records to the National Archives?	Every 5 Years
1.7	When REJECTED due to NON-SUFFICIENT FUNDS (NSF)	
	Disposition Authority Number	DAA-0566-2016-0006-0007
	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	

1.8	Retention Period	Destroy/Delete data 2 years from date of NSF notice.
	Additional Information	
	GAO Approval	Not Required
	When REJECTED by the Lockbox	
	Disposition Authority Number	DAA-0566-2016-0006-0008
	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
04/21/2016	Certify	Joseph Martinez	Records Officer	US Citizenship and Immigration Services - Policy and Implementation Branch
06/23/2016	Return for Revision	Ashby Crowder	Archives Specialist	National Archives and Records Administration - ACRA
06/23/2016	Submit For Certification	Joseph Martinez	Records Officer	US Citizenship and Immigration Services - Policy and Implementation Branch
06/23/2016	Certify	Joseph Martinez	Records Officer	US Citizenship and Immigration Services - Policy and Implementation Branch
06/27/2016	Return for Revision	Ashby Crowder	Archives Specialist	National Archives and Records Administration - ACRA
07/19/2016	Submit For Certification	Joseph Martinez	Records Officer	US Citizenship and Immigration Services - Policy and Implementation Branch
07/19/2016	Certify	Joseph Martinez	Records Officer	US Citizenship and Immigration Services - Policy and Implementation Branch
08/29/2016	Submit for Concurrence	Ashby Crowder	Archives Specialist	National Archives and Records Administration - ACRA
08/30/2016	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services

09/02/2016	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
09/06/2016	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist