

Request for Records Disposition Authority

Records Schedule Number **DAA-0566-2016-0007**
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-821 Application for Temporary Protected Status**
Internal agency concurrences will be provided **No**

Background Information **Temporary protected status (TPS) is a temporary immigration status to the United States, granted to eligible nationals of designated countries. In 1990, as part of the Immigration Act of 1990, Congress established a procedure which can provide TPS to immigrants who are temporarily unable to safely return to their home country because of ongoing armed conflict, an environmental disaster, or other extraordinary and temporary conditions. Administering the TPS program is the responsibility of U.S. Citizenship and Immigration Services (USCIS).**

During the period for which a country has been designated for TPS, TPS beneficiaries may remain in the United States; however, TPS does not lead to permanent resident status (green card). Countries can be designated for TPS due to the following temporary conditions:

- Ongoing armed conflict (such as civil war)**
- An environmental disaster (such as earthquake or hurricane), or an epidemic**
- Other extraordinary and temporary conditions**

Administering the TPS program is the responsibility of U.S. Citizenship and Immigration Services (USCIS).

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-0566-2016-0007

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1.4	When WITHDRAWN Disposition Authority Number: DAA-0566-2016-0007-0004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

Records Schedule Items

Sequence Number	
1	Form I-821 Temporary Protected Status and supporting documentation/evidence
1.1	When APPROVED
	Disposition Authority Number DAA-0566-2016-0007-0001
	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 be in 2020 and will include individuals born before 1920.
	How frequently will your agency transfer these records to the National Archives? Every 5 Years
1.2	When DENIED
	Disposition Authority Number DAA-0566-2016-0007-0002
	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? How frequently will your agency transfer these records to the National Archives?	Unknown The initial transfer will be in 2020 and will include individuals born before 1920. Every 5 Years
1.3	When ABANDONED Disposition Authority Number Final Disposition Item Status Is this item media neutral? Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	DAA-0566-2016-0007-0003 Permanent Active Yes 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? How frequently will your agency transfer these records to the National Archives?	Unknown The initial transfer will be in 2020 and will include individuals born before 1920. Every 5 Years
1.4	When WITHDRAWN Disposition Authority Number	DAA-0566-2016-0007-0004

	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 be in 2020 and will include individuals born before 1920.
	How frequently will your agency transfer these records to the National Archives?	Every 5 Years
1.5	When TERMINATED	
	Disposition Authority Number	DAA-0566-2016-0007-0005
	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 be in 2020 and will include individuals born before 1920.

1.6

How frequently will your agency transfer these records to the National Archives? **Every 5 Years**

When ADMINISTRATIVELY CLOSED

Disposition Authority Number **DAA-0566-2016-0007-0006**

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 be in 2020 and will include individuals born before 1920.**

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-0566-2016-0007-0007**

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-0566-2016-0007-0008
	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
04/20/2016	Certify	Joseph Martinez	Records Officer	US Citizenship and Immigration Services - Policy and Implementation Branch
08/29/2016	Submit for Concurrency	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