

Request for Records Disposition Authority

Records Schedule Number DAA-0566-2016-0009
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 Computer Linked Application Information Management System 3 Main Frame (CLAIMS 3 MF)
Internal agency concurrences will be provided No

Background Information CLAIMS 3 MF is a case management application used by USCIS to track and process the adjudication of applications, petitions, and requests, (referred to herein collectively as "applications") for immigration benefits and services except those related to asylum and naturalization. CLAIMS 3 MF maintains and processes information from numerous USCIS applications; and is the primary source of applicant, petitioner, and requestor (referred to herein collectively as "applicants") information. This information is used to perform background checks, conduct examinations (review of the information that is being provided by applicants), and adjudications (process by which decisions are made to adjudicate an application).

CLAIMS 3 MF collects information which takes place at USCIS offices that includes, but is not limited to:

- data identifying an applicant or beneficiary, information supporting the applicant or beneficiary's claimed eligibility and status
- supplementary supporting or corroborative information

Inputs are scheduled under GRS 4.3, Item 10 and 20. However, This disposition applies only to input documents that are not considered Receipt File or A-File content (ie, reviewed TECS, requests FP check, etc.)

Outputs are scheduled under GRS 4.3, item 30:
CLAIMS 3 MF reports can be generated when needed based on receipt number, A-Number, or other query-able data set.

System Documentation is scheduled under GRS 3.1, item 50:

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).

Specific Restrictions: 8 USC §§ 208.6 and 1367

Specific Legal Requirements: 8 USC §§ 1101, 1181, and 1185

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-0566-2016-0009

Sequence Number

1

Master File

Disposition Authority Number: DAA-0566-2016-0009-0001

Records Schedule Items

Sequence Number	
1	<p data-bbox="363 409 517 443">Master File</p> <p data-bbox="363 464 1139 497">Disposition Authority Number DAA-0566-2016-0009-0001</p> <p data-bbox="363 516 1445 585">Data elements may include, but are not limited to : name, address, gender, birth date, and A-Number.</p> <p data-bbox="363 604 914 638">Final Disposition Temporary</p> <p data-bbox="363 657 847 690">Item Status Active</p> <p data-bbox="363 709 820 743">Is this item media neutral? Yes</p> <p data-bbox="363 762 820 884">Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes</p> <p data-bbox="363 903 820 982">Do any of the records covered by this item exist as structured electronic data? Yes</p> <p data-bbox="363 1001 1015 1064">GRS or Superseded Authority Citation N1-566-08-013 / 2</p> <p data-bbox="363 1104 667 1138">Disposition Instruction</p> <p data-bbox="363 1157 1465 1266">Retention Period Destroy 50 year(s) after last completed action. (Last action may include: adjudication date/address change)</p> <p data-bbox="363 1306 667 1339">Additional Information</p> <p data-bbox="363 1358 948 1392">GAO Approval Not Required</p>

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
04/15/2016	Return to Submitter	Joseph Martinez	Records Officer	US Citizenship and Immigration Services - Policy and Implementation Branch
04/20/2016	Certify	Joseph Martinez	Records Officer	US Citizenship and Immigration Services - Policy and Implementation Branch
04/21/2016	Return for Revision	Rachel BanTonkin	Supervisor, ACNR Appraisal Team 1	National Archives and Records Administration - Records Management Services
04/21/2016	Submit For Certification	Joseph Martinez	Records Officer	US Citizenship and Immigration Services - Policy and Implementation Branch
04/21/2016	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

07/13/2016	Submit for Concurrency	Ashby Crowder	Archives Specialist	National Archives and Records Administration - ACRA
07/14/2016	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
07/15/2016	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
07/18/2016	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist