

## Request for Records Disposition Authority

Records Schedule Number DAA-0566-2016-0011  
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 Application for Authorization to Issue certification for Health Care Workers  
Internal agency concurrences will be provided No

Background Information Form I-905 is required for an organization wishing to obtain authorization to issue certificates for health workers as authorized by the Immigration and Nationality Act (INA). USCIS will conduct a review of approved authorizations every 5 years.

Background information: An organization must submit a statement addressing how the organization meets standards relating to the structure of the organization, resources of the organization, the organization's candidate evaluation and testing mechanisms, its responsibilities to applicants applying for an initial certificate or renewal, its maintenance of comprehensive and current information, its ability to conduct examinations fairly and impartially, its criteria for awarding and governing certificate holders, and its criteria for maintaining accreditation. Such organizations must also submit any information that USCIS may request in order to determine whether the organization is eligible to issue certificates for health workers.

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

NOTE: 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.

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
10	0	10	0

GAO Approval

## Outline of Records Schedule Items for DAA-0566-2016-0011

Sequence Number	
1	When APPROVED Disposition Authority Number: DAA-0566-2016-0011-0001
2	When APPROVED and USED Disposition Authority Number: DAA-0566-2016-0011-0002
3	When APPROVED and NOT USED Disposition Authority Number: DAA-0566-2016-0011-0003
4	When DENIED Disposition Authority Number: DAA-0566-2016-0011-0004
5	When ABANDONED Disposition Authority Number: DAA-0566-2016-0011-0005
6	When ADMINISTRATIVELY CLOSED Disposition Authority Number: DAA-0566-2016-0011-0006
7	When WITHDRAWN Disposition Authority Number: DAA-0566-2016-0011-0007
8	When TERMINATED Disposition Authority Number: DAA-0566-2016-0011-0008
9	When REJECTED due to NON-SUFFICIENT FUNDS (NSF) Disposition Authority Number: DAA-0566-2016-0011-0009
10	When REJECTED by the Lockbox Disposition Authority Number: DAA-0566-2016-0011-0010

### Records Schedule Items

Sequence Number	
1	<p><b>When APPROVED</b></p> <p>Disposition Authority Number      <b>DAA-0566-2016-0011-0001</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><b>Disposition Instruction</b></p> <p>Retention Period                      <b>Destroy 10 year(s) after date of approval.</b></p> <p><b>Additional Information</b></p> <p>GAO Approval                          <b>Not Required</b></p>
2	<p><b>When APPROVED and USED</b></p> <p>Disposition Authority Number      <b>DAA-0566-2016-0011-0002</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><b>Disposition Instruction</b></p> <p>Retention Period                      <b>Destroy 10 year(s) after date of approval.</b></p> <p><b>Additional Information</b></p> <p>GAO Approval                          <b>Not Required</b></p>
3	<p><b>When APPROVED and NOT USED</b></p> <p>Disposition Authority Number      <b>DAA-0566-2016-0011-0003</b></p> <p>Final Disposition                      <b>Temporary</b></p>

4	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 year(s) after date of approval.
	Additional Information	
	GAO Approval	Not Required
	When DENIED	
	Disposition Authority Number	DAA-0566-2016-0011-0004
	Final Disposition	Temporary
5	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 year(s) after date of denial.
	Additional Information	
	GAO Approval	Not Required
	When ABANDONED	
	Disposition Authority Number	DAA-0566-2016-0011-0005
	Final Disposition	Temporary
	Item Status	Active
	Is this item media neutral?	Yes
	Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	No
	Disposition Instruction	
	Retention Period	Destroy 10 year(s) after date of adjudicative action.

6	<b>Additional Information</b>	
	GAO Approval	Not Required
	<b>When ADMINISTRATIVELY CLOSED</b>	
	Disposition Authority Number	DAA-0566-2016-0011-0006
	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
	<b>Disposition Instruction</b>	
	Retention Period	Destroy 10 year(s) after date of adjudicative action.
7	<b>Additional Information</b>	
	GAO Approval	Not Required
	<b>When WITHDRAWN</b>	
	Disposition Authority Number	DAA-0566-2016-0011-0007
	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
	<b>Disposition Instruction</b>	
	Retention Period	Destroy 10 year(s) after date of adjudicative action.
8	<b>Additional Information</b>	
	GAO Approval	Not Required
	<b>When TERMINATED</b>	
	Disposition Authority Number	DAA-0566-2016-0011-0008
	Final Disposition	Temporary
Item Status	Active	

9	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 year(s) after date of adjudicative action.
	Additional Information	
	GAO Approval	Not Required
	<b>When REJECTED due to NON-SUFFICIENT FUNDS (NSF)</b>	
	Disposition Authority Number	DAA-0566-2016-0011-0009
	Final Disposition	Temporary
	Item Status	Active
10	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 2 year(s) after date of NSF notice.
	Additional Information	
	GAO Approval	Not Required
	<b>When REJECTED by the Lockbox</b>	
	Disposition Authority Number	DAA-0566-2016-0011-0010
	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 6 year(s) after 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
03/30/2016	Certify	Joseph Martinez	Records Officer	US Citizenship and Immigration Services - Policy and Implementation Branch
07/11/2016	Submit for Concurrency	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