

Request for Records Disposition Authority

Records Schedule Number DAA-0566-2016-0012
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 Undeliverable USCIS Generated Mail (correspondence/notices)
Internal agency concurrences will be provided No

Background Information USCIS adjudicates immigration applications, petitions, and requests pursuant to the Immigration and Naturalization Act (INA). Through the course of agency business, documents are produced to grant immigration benefits and to signify agency requests and decisions, (e.g. notices, requests for evidence (RFE), etc.).

On occasion USCIS generated mail (correspondence/notices) are returned to USCIS. This schedule applies to all USCIS generated mail (correspondence/notices) which include, but are not limited to the following:

- a. Undeliverable Mail
- b. Returned Mail
- c. Notices
- d. Original Documents

All submitted documentation (including original documentation) is subject to destruction when returned to USCIS as returned/undeliverable.

NOTE: This schedule applies to all undeliverable USCIS generated mail (correspondence/notices) regardless of original submission type or adjudicative method.

NOTE: Destruction of Secure Forms/Cards and Benefit Documents returned to USCIS as undeliverable must be in accordance with the Records Policy Manual (RPM), Office of Security and Integrity (OSI) policy, and other retention schedules.

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.

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.

NARA Note:

Below are instances that USCIS generated documents are in the possession of USCIS.

- Undeliverable by an Approved Delivery Service – This includes material that USCIS is unable to deliver after the initial mailing; commonly USCIS systems are consulted for more current mailing information.
- Returned to USCIS as found, unable to return to owner - This includes material that USCIS is unable to deliver after the item is turned over to USCIS by an entity other than the owner of the document. USCIS systems are consulted for more current mailing information. (this does not include documents returned to USCIS by law enforcement agencies).

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
3	0	3	0

GAO Approval

Outline of Records Schedule Items for DAA-0566-2016-0012

Sequence Number	
1	Undeliverable USCIS Generated Mail (correspondence/notices) CONTAINING documents deemed returnable by USCIS. Disposition Authority Number: DAA-0566-2016-0012-0001
2	Undeliverable USCIS Generated Mail (correspondence/notices) NOT containing documents deemed returnable by USCIS. Disposition Authority Number: DAA-0566-2016-0012-0002
3	Undeliverable USCIS Generated Mail (correspondence/notices) related to special populations. Disposition Authority Number: DAA-0566-2016-0012-0003

Records Schedule Items

Sequence Number	
1	<p>Undeliverable USCIS Generated Mail (correspondence/notices) CONTAINING documents deemed returnable by USCIS.</p> <p>Disposition Authority Number DAA-0566-2016-0012-0001</p> <p>Items deemed returnable may include, but are not limited to Passports (US and foreign) and original foreign documents.</p> <p>Final Disposition Temporary</p> <p>Item Status Active</p> <p>Is this item media neutral? Yes</p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No</p> <p>Disposition Instruction</p> <p>Retention Period Destroy 1 year(s) after the date of the document's return to the possession of USCIS and after system updates and/or verification (if applicable).</p> <p>Additional Information</p> <p>GAO Approval Not Required</p>
2	<p>Undeliverable USCIS Generated Mail (correspondence/notices) NOT containing documents deemed returnable by USCIS.</p> <p>Disposition Authority Number DAA-0566-2016-0012-0002</p> <p>Items deemed returnable may include, but are not limited to Passports (US and foreign) and original foreign documents.</p> <p>Final Disposition Temporary</p> <p>Item Status Active</p> <p>Is this item media neutral? Yes</p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No</p> <p>Disposition Instruction</p>

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Retention Period Destroy after system updates and/or verification (if applicable), NOT to exceed 1 year.

Additional Information

GAO Approval Not Required

Undeliverable USCIS Generated Mail (correspondence/notices) related to special populations.

Disposition Authority Number DAA-0566-2016-0012-0003

Special populations may include, but are not limited to applicants, beneficiaries, or requestors with the following possible concerns: National Security, Public Safety, or Controlled Application Review and Resolution Processes (CARRP).

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 5 year(s) after the date of the document's return to the possession of USCIS and after system updates and/or verification (if applicable).

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
06/17/2016	Submit for Concurrency	Ashby Crowder	Archives Specialist	National Archives and Records Administration - ACRA
06/21/2016	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
06/22/2016	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
06/27/2016	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist