

## Request for Records Disposition Authority

Records Schedule Number      **DAA-0566-2016-0013**  
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  
Local Area Network (CLAIMS 3 LAN)**

Internal agency concurrences will  
be provided                      **No**

Background Information        **CLAIMS 3 LAN 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 LAN maintains and processes information from numerous different types of USCIS applications and is the primary source of applicant, petitioner, or requestor (referred to herein collectively as "applicants") information that 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 grant or deny an application).**

**CLAIMS 3 LAN collects information that includes data identifying an applicant or beneficiary, information supporting the applicant or beneficiary's claimed eligibility and status, and supplementary supporting or corroborative information.**

**CLAIMS 3 LAN's functionality includes:**

- **Automated Premium Processing LAN email System (APPLES)**
- **Integrated Card Production System Print Services (ICPS)**
- **Refugee, Asylum, and Parole System Employment Authorization Document (RAPSEAD)**
- **Travel Document Personalization System (TDPS).**
- **CLAIMS 3 LAN may include additional similar functionality in the future.**

**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-0566-2016-0013

Sequence Number
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1
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Master File
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Disposition Authority Number: DAA-0566-2016-0013-0001
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## Records Schedule Items

Sequence Number	
1	<p><b>Master File</b></p> <p>Disposition Authority Number      <b>DAA-0566-2016-0013-0001</b></p> <p><b>Data elements may include, but are not limited to: name, address, gender, birth date, nationality, marital status, place and date of marriage, A-File Number, and information regarding family members and relatives.</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>Yes</b></p> <p>Do any of the records covered by this item exist as structured electronic data?                              <b>Yes</b></p> <p>GRS or Superseded Authority Citation      <b>N1-566-08-12 / 2</b></p> <p><b>Disposition Instruction</b></p> <p>Retention Period                        <b>Destroy 50 year(s) after last completed completed action. (Last action may include: adjudication date / address change)</b></p> <p><b>Additional Information</b></p> <p>GAO Approval                              <b>Not Required</b></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
05/26/2016	Certify	Joseph Martinez	Records Officer	US Citizenship and Immigration Services - Policy and Implementation Branch
08/10/2016	Return for Revision	Ashby Crowder	Archives Specialist	National Archives and Records Administration - ACRA
08/10/2016	Submit For Certification	Joseph Martinez	Records Officer	US Citizenship and Immigration Services - Policy and Implementation Branch
08/23/2016	Certify	Joseph Martinez	Records Officer	US Citizenship and Immigration Services - Policy and Implementation Branch
09/26/2016	Submit for Concurrence	Ashby Crowder	Archives Specialist	National Archives and Records Administration - ACRA
09/27/2016	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
09/27/2016	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
09/28/2016	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist