

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	
1	Master File Disposition Authority Number: DAA-0566-2016-0013-0001

Records Schedule Items

Sequence Number	
1	<p data-bbox="373 414 527 446">Master File</p> <p data-bbox="373 457 1144 500">Disposition Authority Number DAA-0566-2016-0013-0001</p> <p data-bbox="373 510 1453 627">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.</p> <p data-bbox="373 638 925 680">Final Disposition Temporary</p> <p data-bbox="373 691 860 734">Item Status Active</p> <p data-bbox="373 744 828 787">Is this item media neutral? Yes</p> <p data-bbox="373 798 828 925">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="373 936 828 1032">Do any of the records covered by this item exist as structured electronic data? Yes</p> <p data-bbox="373 1042 1006 1117">GRS or Superseded Authority Citation N1-566-08-12 / 2</p> <p data-bbox="373 1138 682 1181">Disposition Instruction</p> <p data-bbox="373 1191 1477 1308">Retention Period Destroy 50 year(s) after last completed action. (Last action may include: adjudication date / address change)</p> <p data-bbox="373 1340 682 1383">Additional Information</p> <p data-bbox="373 1393 958 1436">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
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