

## Request for Records Disposition Authority

Records Schedule Number      **DAA-0566-2016-0014**  
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                **USCIS CORRESPONDENCE GENERATING / HANDLING SYTEMS**  
Internal agency concurrences will be provided    **No**

Background Information        **USCIS CORRESPONDENCE GENERATING / HANDLING SYTEMS**

The Department of Homeland Security (DHS) United States Citizenship and Immigration Service (USCIS) has developed Correspondence Generating/Handling systems to standardize and streamline the writing of official correspondence generated while processing applications, petitions, and requests for immigration benefits. USCIS Officers create these letters using standard templates and export (in PDF and/or Microsoft Word format), modify, organize, format, and print and send them to applicants, beneficiaries, requestors, and/or representatives.

**NOTE:**

- This schedule does not cover ANY physical outputs from the systems covered herein.
  
- All physical outputs are governed by other NARA approved retention schedules.
  
- This schedule does not cover ANY of the USCIS systems that interface with Correspondence Generating/Handling systems.

Correspondence created by USCIS Correspondence Generating/ Handling Systems may include, but is not limited to:

- Approval Letters
- Appeal/Motion Responses
- Denial Letters
- Employment Authorization Documents (EAD)
- Expedite Letters
- Memo to the Department of State (DOS)

- Notice of Intent to Deny (NOID)
- Permanent Resident Cards (Green Card)
- Request for Evidence (RFE)
- Travel Documents

In order to generate the correspondence, the Correspondence Generating/Handling Systems may have direct connection to USCIS electronic systems including, but not limited to:

- The Enterprise Citizenship and Immigration Services Centralized Operational Repository (eCISCOR) system.
- USCIS Electronic Immigration System (USCIS ELIS)
- National Benefits Center Process Workflow Repository (NPWR)
- Computer Linked Application Information Managements System (CLAIMS 3LAN)
- Computer Linked Application Information Managements System (CLAIMS 3 MF)

The following data is used to create and process correspondence to applicants, beneficiaries, requestors, and/or representatives:

- Full name
- A-Number
- Receipt Number
- Full Mailing Address
- Attorney Firm Name/Authorized Representative, if applicable
- Attorney/Authorized Representative's Full Mailing Address, if applicable
- Form Number
- Date of birth

Retained system data may include, but is not limited to the following data:

- Full name
- A-Number
- Receipt Number
- Full Mailing Address
- Attorney Firm Name/Authorized Representative, if applicable
- Attorney/Authorized Representative's Full Mailing Address, if applicable
- Form Number
- Date of birth
- Correspondence Creation/Print date

**NOTE:**

- Automated Premium Processing LAN E-mail System (APPLES), Integrated Card Production System Print Services (ICPS), Refugee, Asylum, and Parole System Employment Authorization Document

(RAPSEAD), and Travel Document Personalization System (TDPS) are subsystems of CLAIMS 3 LAN.

- ICPS is scheduled independently.
- CAP Tracker is scheduled independently.

This schedule covers the electronic data in the system used to generate the correspondence/letters.

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-0566-2016-0014

Sequence Number	
1	Correspondence Generating Systems (not scheduled elsewhere): Disposition Authority Number: DAA-0566-2016-0014-0001
2	Enterprise Correspondence Handling Online (ECHO) Disposition Authority Number: DAA-0566-2016-0014-0002
3	Enterprise Print Manager System (EPMS): Disposition Authority Number: DAA-0566-2016-0014-0003

### Records Schedule Items

Sequence Number	
1	<p><b>Correspondence Generating Systems (not scheduled elsewhere):</b></p> <p>Disposition Authority Number      <b>DAA-0566-2016-0014-0001</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>Yes</b></p> <p>Do any of the records covered by this item exist as structured electronic data?                      <b>Yes</b></p> <p>Disposition Instruction</p> <p>Retention Period                      <b>Delete/Destroy no sooner than 10 years from the date of record creation.</b></p> <p>Additional Information</p> <p>GAO Approval                          <b>Not Required</b></p>
2	<p><b>Enterprise Correspondence Handling Online (ECHO)</b></p> <p>Disposition Authority Number      <b>DAA-0566-2016-0014-0002</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>Yes</b></p> <p>Do any of the records covered by this item exist as structured electronic data?                      <b>Yes</b></p> <p>Disposition Instruction</p> <p>Retention Period                      <b>Delete/Destroy no sooner than 10 years from the date of record creation.</b></p>

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**Additional Information**

GAO Approval **Not Required**

**Enterprise Print Manager System (EPMS):**

Disposition Authority Number **DAA-0566-2016-0014-0003**

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? **Yes**

Do any of the records covered by this item exist as structured electronic data? **Yes**

**Disposition Instruction**

Retention Period **Delete/Destroy no sooner than 10 years from the date of record creation (card production).**

**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
06/23/2016	Certify	Joseph Martinez	Records Officer	US Citizenship and Immigration Services - Policy and Implementation Branch
09/16/2016	Submit for Concurrence	Lloyd Beers	Appraisal Archivist	National Archives and Records Administration - ACNR Records Management Services
09/20/2016	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
09/21/2016	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
09/21/2016	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist