

Request for Records Disposition Authority

Records Schedule Number	DAA-0566-2016-0016
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	CITIZENSHIP and NATURALIZATION FORMS
Internal agency concurrences will be provided	No

Background Information

U.S. Citizenship and Immigration Services (USCIS) is the government agency that oversees lawful immigration to the United States. USCIS processes applications for immigration benefits and issues documentation to applicants that reflects their immigration status and eligibility to travel, work, and live in the United States, as well as their status as derivative or naturalized United States citizens.

Naturalization and Citizenship forms (and supporting documentation/evidence) are related to the granting/denial of Naturalization and Citizenship benefits or otherwise supporting ongoing legal rights. Naturalization and Citizenship forms include, but are not limited to (this list is not exhaustive and will include future forms or form name modifications, unless noted on future forms):

- Form N-336, Request for a Hearing on a Decision in Naturalization Proceedings (Under Section 336 of the INA)
- Form N-565, Application for Replacement Naturalization/Citizenship Document
- Form N-600, Application for Certificate of Citizenship
- Form N-600K, Application for Citizenship and Issuance of Certificate Under Section 322

Note: Form N-400, Application for Naturalization, is scheduled separately and is not included as part of the this schedule.

Electronic Immigration Files owned by the National Archives. In the rare occasion when accessioned records are needed for adjudicative purposes, NARA will provide a copy of applications and supporting documentation that have been accessioned into the National Archives.

This schedule applies to applications, petitions, and requests regardless of original submission type (including applications, petitions, and requests that are adjudicated via USCIS electronic systems and meet NARA standards for digital images regardless of original submission type).

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, litigation holds, 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).

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
8	4	4	0

GAO Approval

Outline of Records Schedule Items for DAA-0566-2016-0016

Sequence Number	
1	Naturalization and Citizenship Forms when APPROVED Disposition Authority Number: DAA-0566-2016-0016-0001
2	Naturalization and Citizenship Forms when DENIED Disposition Authority Number: DAA-0566-2016-0016-0002
3	Naturalization and Citizenship Forms when ABANDONED Disposition Authority Number: DAA-0566-2016-0016-0003
4	Naturalization and Citizenship Forms when WITHDRAWN Disposition Authority Number: DAA-0566-2016-0016-0004
5	Naturalization and Citizenship Forms when TERMINATED Disposition Authority Number: DAA-0566-2016-0016-0005
6	Naturalization and Citizenship Forms when ADMINISTRATIVELY CLOSED Disposition Authority Number: DAA-0566-2016-0016-0006
7	Naturalization and Citizenship Forms when REJECTED due to NON-SUFFICIENT FUNDS (NSF) Disposition Authority Number: DAA-0566-2016-0016-0007
8	Naturalization and Citizenship Forms when REJECTED by the Lockbox Disposition Authority Number: DAA-0566-2016-0016-0008

Records Schedule Items

Sequence Number	
1	<p>Naturalization and Citizenship Forms when APPROVED</p> <p>Disposition Authority Number DAA-0566-2016-0016-0001</p> <p>Naturalization and Citizenship forms (and supporting documentation/evidence) that are related to the granting/denial of Naturalization and Citizenship benefits or otherwise supporting ongoing legal rights.</p> <p>Final Disposition Permanent</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? Yes</p> <p>Do any of the records covered by this item exist as structured electronic data? Yes</p> <p>Disposition Instruction</p> <p>Transfer to the National Archives for Accessioning Transfer data to the National Archives 100 years after the individual's Date of Birth (DOB).</p> <p>Additional Information</p> <p>What will be the date span of the initial transfer of records to the National Archives? Unknown The initial transfer will be in 2020 and will include individuals born before 1920.</p> <p>How frequently will your agency transfer these records to the National Archives? Unknown Beginning in 2020 and every 5 years thereafter, transfer to the National Archives records of individuals born 100 years earlier.</p>
2	<p>Naturalization and Citizenship Forms when DENIED</p> <p>Disposition Authority Number DAA-0566-2016-0016-0002</p> <p>Naturalization and Citizenship forms (and supporting documentation/evidence) that are related to the granting/denial of Naturalization and Citizenship benefits or otherwise supporting ongoing legal rights.</p> <p>Final Disposition Permanent</p>

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	
Transfer to the National Archives for Accessioning	Transfer data to the National Archives 100 years after the individual's Date of Birth (DOB).
Additional Information	
What will be the date span of the initial transfer of records to the National Archives?	Unknown The initial transfer will be in 2020 and will include individuals born before 1920.
How frequently will your agency transfer these records to the National Archives?	Unknown Beginning in 2020 and every 5 years thereafter, transfer to the National Archives records of individuals born 100 years earlier.
Naturalization and Citizenship Forms when ABANDONED	
Disposition Authority Number	DAA-0566-2016-0016-0003
Naturalization and Citizenship forms (and supporting documentation/evidence) that are related to the granting/denial of Naturalization and Citizenship benefits or otherwise supporting ongoing legal rights.	
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	

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Retention Period Destroy 100 year(s) after 100 years after the individual's Date of Birth (DOB)

Additional Information

GAO Approval Not Required

Naturalization and Citizenship Forms when WITHDRAWN

Disposition Authority Number DAA-0566-2016-0016-0004

Naturalization and Citizenship forms (and supporting documentation/evidence) that are related to the granting/denial of Naturalization and Citizenship benefits or otherwise supporting ongoing legal rights.

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 Destroy 100 year(s) after 100 years after the individual's Date of Birth (DOB)

Additional Information

GAO Approval Not Required

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Naturalization and Citizenship Forms when TERMINATED

Disposition Authority Number DAA-0566-2016-0016-0005

Naturalization and Citizenship forms (and supporting documentation/evidence) that are related to the granting/denial of Naturalization and Citizenship benefits or otherwise supporting ongoing legal rights.

Final Disposition Permanent

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

Transfer to the National Archives for Accessioning **Transfer data to the National Archives 100 years after the individual's Date of Birth (DOB).**

Additional Information

What will be the date span of the initial transfer of records to the National Archives? **Unknown**
The initial transfer will be in 2020 and will include individuals born before 1920.

How frequently will your agency transfer these records to the National Archives? **Unknown**
Beginning in 2020 and every 5 years thereafter, transfer to the National Archives records of individuals born 100 years earlier.

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Naturalization and Citizenship Forms when ADMINISTRATIVELY CLOSED

Disposition Authority Number **DAA-0566-2016-0016-0006**

Naturalization and Citizenship forms (and supporting documentation/evidence) that are related to the granting/denial of Naturalization and Citizenship benefits or otherwise supporting ongoing legal rights.

Final Disposition **Permanent**

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

Transfer to the National Archives for Accessioning **Transfer data to the National Archives 100 years after the individual's Date of Birth (DOB).**

Additional Information

What will be the date span of the initial transfer of records to the National Archives? **Unknown**
The initial transfer will be in 2020 and will include individuals born before 1920.

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How frequently will your agency transfer these records to the National Archives? **Unknown**
Beginning in 2020 and every 5 years thereafter, transfer to the National Archives records of individuals born 100 years earlier.

Naturalization and Citizenship Forms when REJECTED due to NON-SUFFICIENT FUNDS (NSF)

Disposition Authority Number **DAA-0566-2016-0016-0007**

Naturalization and Citizenship forms (and supporting documentation/evidence) that are related to the granting/denial of Naturalization and Citizenship benefits or otherwise supporting ongoing legal rights.

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 data 2 years from date of NSF notice.**

Additional Information

GAO Approval **Not Required**

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Naturalization and Citizenship Forms when REJECTED by the Lockbox

Disposition Authority Number **DAA-0566-2016-0016-0008**

Naturalization and Citizenship forms (and supporting documentation/evidence) that are related to the granting/denial of Naturalization and Citizenship benefits or otherwise supporting ongoing legal rights.

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

Destroy/Delete data 6 years from 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
05/24/2016	Certify	Joseph Martinez	Records Officer	US Citizenship and Immigration Services - Policy and Implementation Branch
07/25/2016	Return for Revision	Ashby Crowder	Archives Specialist	National Archives and Records Administration - ACRA
08/24/2016	Submit For Certification	Joseph Martinez	Records Officer	US Citizenship and Immigration Services - Policy and Implementation Branch
08/24/2016	Certify	Joseph Martinez	Records Officer	US Citizenship and Immigration Services - Policy and Implementation Branch
08/24/2016	Return for Revision	Ashby Crowder	Archives Specialist	National Archives and Records Administration - ACRA
08/24/2016	Submit For Certification	Joseph Martinez	Records Officer	US Citizenship and Immigration Services - Policy and Implementation Branch
08/24/2016	Certify	Joseph Martinez	Records Officer	US Citizenship and Immigration Services - Policy and Implementation Branch
09/30/2016	Return for Revision	Ashby Crowder	Archives Specialist	National Archives and Records Administration - ACRA
09/30/2016	Submit For Certification	Joseph Martinez	Records Officer	US Citizenship and Immigration Services - Policy and Implementation Branch

09/30/2016	Certify	Joseph Martinez	Records Officer	US Citizenship and Immigration Services - Policy and Implementation Branch
11/17/2016	Submit for Concurrency	Ashby Crowder	Archives Specialist	National Archives and Records Administration - ACRA
11/23/2016	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
11/28/2016	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
12/01/2016	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist