

## Request for Records Disposition Authority

Records Schedule Number      **DAA-0566-2016-0017**  
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                **Naturalization and Citizenship Forms (Temporary)**  
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 citizens.**

**Specific Restrictions: Personally identifiable information. All records are protected from unauthorized access through appropriate administrative, physical, and technical safeguards. The safeguards include designating user roles and restricting access to those with a need-to-know to perform their official duties.**

**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 regardless of original submission type).**

**This schedule does not apply to applications, petitions, and requests already placed in Alien Files (A-Files). This schedule may include future forms (of similar use) or form name modifications, unless noted on future forms.**

**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.

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
2	0	2	0

GAO Approval

## Outline of Records Schedule Items for DAA-0566-2016-0017

Sequence Number	
1	Naturalization and Citizenship Supplementary Forms Disposition Authority Number: DAA-0566-2016-0017-0001
2	Administrative Naturalization and Citizenship Forms Disposition Authority Number: DAA-0566-2016-0017-0002

## Records Schedule Items

Sequence Number	
1	<p><b>Naturalization and Citizenship Supplementary Forms</b></p> <p>Disposition Authority Number      DAA-0566-2016-0017-0001</p> <p>Forms (and supporting documentation / evidence) related to naturalization and citizenship filed by or on behalf of an applicant for naturalization or a legal permanent resident, which do not document the granting / denial of naturalization and citizenship benefits. Submission of these supplementary forms may be required in special cases, such as: to further the determination of whether naturalization applicants are eligible for exemption from the general requirements for naturalization; the need to document continued eligibility for naturalization benefits; and to indicate an desire to naturalize. Examples of forms include, but are not limited to (this list will include both superseded and future forms or form name modifications, unless noted on future forms): • Application to File Declaration of Intention (N-300), • Request for Certification of Military or Naval Service (N-426), and • Application to Preserve Residence for Naturalization Purposes (N-470).</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?      Yes</p> <p>Do any of the records covered by this item exist as structured electronic data?                      Yes</p> <p>Disposition Instruction</p> <p>Retention Period                      Destroy 100 year(s) after the applicant's date of birth, or when business use ceases, whichever is later.</p> <p>Additional Information</p> <p>GAO Approval                          Not Required</p>
2	<p><b>Administrative Naturalization and Citizenship Forms</b></p> <p>Disposition Authority Number      DAA-0566-2016-0017-0002</p> <p>Forms related to naturalization and citizenship used by USCIS, other agencies, and the courts in the administration of the naturalization process. These forms do not document the granting / denial of naturalization and citizenship benefits. Examples of these forms include, but are not limited to (this list will include both</p>

superseded and future forms or form name modifications, unless noted on future forms): • Notice of Approval of Application to Preserve Residence (N-472), • Oath of Allegiance and Order Granting Request for Name Change (N-647), and • Monthly Report Naturalization Papers (N-4).

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

GRS or Superseded Authority Citation DAA-0566-2015-0005-0001

**Disposition Instruction**

Retention Period Destroy 7 year(s) after the applicant has obtained citizenship or 7 years from the record creation date, whichever is sooner.

**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
11/15/2016	Certify	Joseph Martinez	Records Officer	US Citizenship and Immigration Services - Policy and Implementation Branch
02/14/2017	Return for Revision	Jeremy Schmidt	Archives Specialist	National Archives and Records Administration - ACRA Appraisal Team 1
02/22/2017	Submit For Certification	Joseph Martinez	Records Officer	US Citizenship and Immigration Services - Policy and Implementation Branch
02/22/2017	Certify	Joseph Martinez	Records Officer	US Citizenship and Immigration Services - Policy and Implementation Branch
03/06/2017	Return for Revision	Jeremy Schmidt	Archives Specialist	National Archives and Records Administration - ACRA Appraisal Team 1
03/15/2017	Submit For Certification	Joseph Martinez	Records Officer	US Citizenship and Immigration Services - Policy and Implementation Branch
03/15/2017	Certify	Joseph Martinez	Records Officer	US Citizenship and Immigration Services - Policy and Implementation Branch
05/16/2017	Submit for Concurrence	Jeremy Schmidt	Archives Specialist	National Archives and Records Administration - ACRA Appraisal Team 1

05/19/2017	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
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05/22/2017	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist