

## Request for Records Disposition Authority

Records Schedule Number      DAA-0566-2016-0018  
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                FAMILY BASED ADJUSTMENT OF STATUS (AOS)  
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, petitions, and requests pursuant to the Immigration and Nationality Act (INA) and issues documentation to applicants, petitioners, and requestors to reflect 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.

Forms related to Long-Term Family Based Adjustments of Status (AOS) (and supporting documentation/evidence) may 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):

- I-129F Petition for Alien Fiancé(e)
- I-130 Petition for Alien Relative
- I-360 Petition for Amerasian, Widow(er), or Special Immigrant (those filed for Amerasian, Widow(er), and VAWA cases)
- I-363 Request to Enforce Affidavit of Financial Support and Intent to Petition for Legal Custody for P.L. 97-359 Amerasian
- I-485 Application to Register Permanent Residence or Adjust Status (those filed in support of family benefits)
- I-730 Refugee/Asylee Relative Petition
- I-751 Petition to Remove the Conditions of Residence
- I-817 Application for Family Unity Benefits

Forms filed to supplement Form I-485 may be filed by the benefit requestor, dependent of the circumstances of each request to adjust status. These forms include, but are not limited to the following, and any of their successor forms:

- I-485 Supplement A Adjustment of Status Under Section 245(i)

- I-687 Application for Status as a Temporary Resident Under Section 245A of the Immigration and Nationality Act
- I-690 Application for Waiver of Grounds of Inadmissibility Under Sections 245A or 210 of the Immigration and Nationality Act
- I-693 Report of Medical Examination and Vaccination Record
- I-698 Application to Adjust Status from Temporary to Permanent Resident (Under Section 245A of the INA)

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 method (including applications, petitions, and requests that are adjudicated via USCIS electronic systems and meet NARA standards for digital images.

Note: All documentation submitted or created in support of a USCIS application, petition, or request is maintained in accordance with USCIS policy and NARA retention schedules 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
20	2	18	0

GAO Approval

## Outline of Records Schedule Items for DAA-0566-2016-0018

Sequence Number	
1	Family Based Adjustments, Application/Petitions/Requests for Family Based Adjustments and supporting documentation/evidence (application packets) that confer benefits lasting more than 2 years.
1.1	Application packets when Approved Disposition Authority Number: DAA-0566-2016-0018-0001
1.2	Application packets when Approved and Used (when applicable) Disposition Authority Number: DAA-0566-2016-0018-0002
1.3	Application packets when Approved and Not Used (when applicable) Disposition Authority Number: DAA-0566-2016-0018-0003
1.4	Application packets when Denied Disposition Authority Number: DAA-0566-2016-0018-0004
1.5	Application packets when Abandoned Disposition Authority Number: DAA-0566-2016-0018-0005
1.6	Application packets when Withdrawn Disposition Authority Number: DAA-0566-2016-0018-0006
1.7	Application packet when Terminated Disposition Authority Number: DAA-0566-2016-0018-0007
1.8	Application packets when Administratively Closed Disposition Authority Number: DAA-0566-2016-0018-0008
1.9	Application packets when Rejected due to Non-Sufficient Funds (NSF) Disposition Authority Number: DAA-0566-2016-0018-0009
1.10	Application packets when Rejected by the Lockbox Disposition Authority Number: DAA-0566-2016-0018-0010
2	Family Based Adjustments, Application/Petitions/Requests for Family Based Adjustments and supporting documentation/evidence (application packets) that confer benefits lasting 2 years or less.
2.1	When Approved Disposition Authority Number: DAA-0566-2016-0018-0011
2.2	When Approved and Used, (when applicable) Disposition Authority Number: DAA-0566-2016-0018-0012
2.3	When Approved and Not Used, (when applicable) Disposition Authority Number: DAA-0566-2016-0018-0013
2.4	When Denied Disposition Authority Number: DAA-0566-2016-0018-0014
2.5	When Abandoned Disposition Authority Number: DAA-0566-2016-0018-0015

2.6	When Withdrawn Disposition Authority Number: DAA-0566-2016-0018-0016
2.7	When Terminated Disposition Authority Number: DAA-0566-2016-0018-0017
2.8	When Administratively Closed. Disposition Authority Number: DAA-0566-2016-0018-0018
2.9	When Rejected due to Non-Sufficient Funds (NSF) Disposition Authority Number: DAA-0566-2016-0018-0019
2.10	When Rejected by the Lockbox Disposition Authority Number: DAA-0566-2016-0018-0020

Records Schedule Items

Sequence Number	
1	<p><b>Family Based Adjustments, Application/Petitions/Requests for Family Based Adjustments and supporting documentation/evidence (application packets) that confer benefits lasting more than 2 years.</b></p>
1.1	<p><b>Application packets when Approved</b></p> <p>Disposition Authority Number      <b>DAA-0566-2016-0018-0001</b></p> <p>Final Disposition                      <b>Permanent</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>N1-085-96-001 / 5/c</b></p> <p><b>Disposition Instruction</b></p> <p>Transfer to the National Archives for Accessioning      <b>Transfer data to the National Archives 100 years after the individual's Date of Birth (DOB).</b></p> <p><b>Additional Information</b></p> <p>What will be the date span of the initial transfer of records to the National Archives?      <b>Unknown</b> <b>The initial transfer will be in 2020 and will include individuals born before 1920.</b></p> <p>How frequently will your agency transfer these records to the National Archives?      <b>Every 5 Years</b></p>
1.2	<p><b>Application packets when Approved and Used (when applicable)</b></p> <p>Disposition Authority Number      <b>DAA-0566-2016-0018-0002</b></p> <p>Final Disposition                      <b>Permanent</b></p> <p>Item Status                              <b>Active</b></p>

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 **N1-085-96-001 / 5/c**

**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? **Every 5 Years**

**Application packets when Approved and Not Used (when applicable)**

Disposition Authority Number **DAA-0566-2016-0018-0003**

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**

GRS or Superseded Authority Citation **N1-085-96-001 / 5/c**

**Disposition Instruction**

Retention Period **Delete/Destroy 10 years from VISA AVAILABILITY.**

1.3

1.4	<b>Additional Information</b>	
	GAO Approval	Not Required
	<b>Application packets when Denied</b>	
	Disposition Authority Number	DAA-0566-2016-0018-0004
	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	N1-085-96-001 / 5/c
	<b>Disposition Instruction</b>	
Retention Period	Destroy 100 year(s) after the individual's Date of Birth.	
1.5	<b>Additional Information</b>	
	GAO Approval	Not Required
	<b>Application packets when Abandoned</b>	
	Disposition Authority Number	DAA-0566-2016-0018-0005
	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	N1-085-96-001 / 5/c
	<b>Disposition Instruction</b>	

1.6	Retention Period	Destroy 100 year(s) after the individual's Date of Birth (DOB)
	Additional Information	
	GAO Approval	Not Required
	Application packets when Withdrawn	
	Disposition Authority Number	DAA-0566-2016-0018-0006
	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	N1-085-96-001 / 5/c
1.7	Disposition Instruction	
	Retention Period	Destroy 100 year(s) after the individual's Date of Birth (DOB)
	Additional Information	
	GAO Approval	Not Required
	Application packet when Terminated	
	Disposition Authority Number	DAA-0566-2016-0018-0007
	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	N1-085-96-001 / 5/c	

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**Disposition Instruction**

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

**Additional Information**

GAO Approval                              **Not Required**

**Application packets when Administratively Closed**

Disposition Authority Number        **DAA-0566-2016-0018-0008**

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                                    **N1-085-96-001 / 5/ c**

**Disposition Instruction**

Retention Period                        **Destroy 100 year(s) after the individual's Date of Birth.**

**Additional Information**

GAO Approval                              **Not Required**

1.9

**Application packets when Rejected due to Non-Sufficient Funds (NSF)**

Disposition Authority Number        **DAA-0566-2016-0018-0009**

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	N1-085-96-001 / 5/c
	Disposition Instruction	
	Retention Period	Destroy/Delete data 2 year from date of NSF notice.
	Additional Information	
	GAO Approval	Not Required
1.10	Application packets when Rejected by the Lockbox	
	Disposition Authority Number	DAA-0566-2016-0018-0010
	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	N1-085-96-001 / 5/c
	Disposition Instruction	
	Retention Period	Destroy/Delete data 6 years from date of rejection.
	Additional Information	
	GAO Approval	Not Required
2	Family Based Adjustments, Application/Petitions/Requests for Family Based Adjustments and supporting documentation/evidence (application packets) that confer benefits lasting 2 years or less.	
2.1	When Approved	
	Disposition Authority Number	DAA-0566-2016-0018-0011
	Final Disposition	Temporary
	Item Status	Active
	Is this item media neutral?	Yes
	Do any of the records covered by this item currently exist in	Yes

2.2

electronic format(s) other than e-mail and word processing?

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

**Disposition Instruction**

Retention Period **Destroy 100 year(s) after the individual's Date of Birth.**

**Additional Information**

GAO Approval **Not Required**

**When Approved and Used, (when applicable)**

Disposition Authority Number **DAA-0566-2016-0018-0012**

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 the individual's Date of Birth.**

**Additional Information**

GAO Approval **Not Required**

2.3

**When Approved and Not Used, (when applicable)**

Disposition Authority Number **DAA-0566-2016-0018-0013**

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**

2.4	Do any of the records covered by this item exist as structured electronic data?	Yes
	<b>Disposition Instruction</b>	
	Retention Period	Destroy 10 years from VISA availability.
	<b>Additional Information</b>	
	GAO Approval	Not Required
	<b>When Denied</b>	
	Disposition Authority Number	DAA-0566-2016-0018-0014
	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
2.5	Do any of the records covered by this item exist as structured electronic data?	Yes
	<b>Disposition Instruction</b>	
	Retention Period	Destroy 100 year(s) after the individual's Date of Birth.
	<b>Additional Information</b>	
	GAO Approval	Not Required
	<b>When Abandoned</b>	
	Disposition Authority Number	DAA-0566-2016-0018-0015
	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	

2.6

**Disposition Instruction**

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

**Additional Information**

GAO Approval Not Required

**When Withdrawn**

Disposition Authority Number DAA-0566-2016-0018-0016

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 the individual's Date of Birth.

**Additional Information**

GAO Approval Not Required

**When Terminated**

Disposition Authority Number DAA-0566-2016-0018-0017

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**

2.7

2.8

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

Additional Information

GAO Approval Not Required

When Administratively Closed.

Disposition Authority Number DAA-0566-2016-0018-0018

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

2.9

Disposition Instruction

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

Additional Information

GAO Approval Not Required

When Rejected due to Non-Sufficient Funds (NSF)

Disposition Authority Number DAA-0566-2016-0018-0019

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 2 year(s) after the date of the NSF notice.

2.10	<b>Additional Information</b>	
	GAO Approval	Not Required
	<b>When Rejected by the Lockbox</b>	
	Disposition Authority Number	DAA-0566-2016-0018-0020
	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
	<b>Disposition Instruction</b>	
	Retention Period	Destroy 6 year(s) after date of the rejection.
	<b>Additional Information</b>	
	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
08/26/2016	Certify	Joseph Martinez	Records Officer	US Citizenship and Immigration Services - Policy and Implementation Branch
10/03/2016	Return for Revision	Ashby Crowder	Archives Specialist	National Archives and Records Administration - ACRA
10/26/2016	Submit For Certification	Joseph Martinez	Records Officer	US Citizenship and Immigration Services - Policy and Implementation Branch
10/26/2016	Certify	Joseph Martinez	Records Officer	US Citizenship and Immigration Services - Policy and Implementation Branch
01/19/2017	Return for Revision	Ashby Crowder	Archives Specialist	National Archives and Records Administration - ACRA
02/21/2017	Submit For Certification	Cheryl Afflerbach	MPA	USCIS - Records
02/22/2017	Return to Submitter	Joseph Martinez	Records Officer	US Citizenship and Immigration Services - Policy and Implementation Branch
02/22/2017	Submit For Certification	Cheryl Afflerbach	MPA	USCIS - Records
03/07/2017	Return to Submitter	Joseph Martinez	Records Officer	US Citizenship and Immigration Services - Policy and Implementation Branch
03/28/2017	Submit For Certification	Cheryl Afflerbach	MPA	USCIS - Records

03/31/2017	Certify	Joseph Martinez	Records Officer	US Citizenship and Immigration Services - Policy and Implementation Branch
07/19/2017	Submit for Concurrency	Ashby Crowder	Archives Specialist	National Archives and Records Administration - ACRA
07/19/2017	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
07/19/2017	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
07/20/2017	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist