

## Request for Records Disposition Authority

Records Schedule Number DAA-0566-2016-0021  
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 Form I-924E Application for Approval of an Exemplar Under the Immigrant Investor Program  
Internal agency concurrences will be provided No

**Background Information** The Immigrant Investor Program( IPO), was created to promote the immigration of Individuals who can help create jobs for U.S. workers through their investment of capital into the U.S. economy. USCIS administers the IPO and provides a channel for foreign nationals to acquire a legal permanent residence. By law, USCIS may grant immigrant visas to IPO investors; some of these visas are set aside for those investing in new commercial enterprises (NCE) associated with a regional center. A Regional Center has jurisdiction over a limited geographic area and is defined as any economic entity, public or private, which is involved with the promotion of economic growth, improved regional productivity, job creation, and increased domestic capital investment.

The Form I-924E, Application for Approval of an Exemplar Under the Immigrant Investor Program, will be used by designated regional centers with approved I-924 applications, who continue to file and receive approval for required annual I-924A filings, to request approval of "exemplars" or to amend a previously approved exemplars. These exemplars represent a variety of examples of potential business investment opportunities through a regional center.

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

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.

Exception:

Records that are linked to national security, law enforcement, fraud or administrative investigations or actions may be retained for a longer timeframe or transferred to a system of records with a longer retention period as appropriate.

Form I-924E collects information about the owners of the new commercial enterprise and job creating entity related to the exemplar as well as the preparer. USCIS uses the data collected on Form I-924E to determine eligibility for exemplar approval under the Immigrant Investor Program and to adjudicate request for amendments to an approved exemplar.

Information collected about the regional center may include, but is not limited to:

- Name of Regional Center Entity or Designated Regional Center
- Regional Center Identification Number
- Regional Center Mailing Address

Information collected from owners associated with the New Commercial Enterprise (NCE) and Job Creating Entity (JCE) may include, but is not limited to:

- Full Legal Name (for persons)
- Percentage of Ownership in NCE and JCE
- Position Held Within the NCE and JCE
- Entity Name (for an owner of the NCE and JCE that is an entity or organization)

Information about the New Commercial Enterprise (NCE) and Job Creating Entity (JCE) may include, but is not limited to:

- Name of the NCE or JCE
- Organizational structure of the NCE or JCE
- Date the NCE/JCE was established
- State or territory where the NCE/JCE was formed

- Record of the documentary evidence of the administration, oversight and management documents

Information collected about exemplar may include, but is not limited to:

- Total cost of the investment project.
- Percentage of total project cost will be funded by EB-5 funds.
- Number of expected EB-5 investors into the NCE.
- All the source(s) of non-EB-5 capital for the exemplar project.
- Total numbers of jobs to be created as claimed by the exemplar project.

Additional Information about the Regional Center and its principals, the NCE, the JCE and their respective owners may include, but is not limited to:

- how investment funds will be distributed
- business plan and job creating entity(ies)
- An economic impact
- Documents related to the investment with the Securities and Exchange Commission or the securities regulator of any State, agreements between the entrepreneur and the regional center
- Biographies for management, officers, directors

Information collected from the preparer, interpreter, and authorized individual (person who signs the Form I-924E from the regional center) may include, but is not limited to:

- Full Name
- Authorized Individual's Title
- Name of Business Organization
- Interpreter and Preparer's Mailing Address

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
5	0	5	0

GAO Approval

## Outline of Records Schedule Items for DAA-0566-2016-0021

Sequence Number	
1	Form I-924E Application for Approval of an Exemplar Under the Immigrant Investor Program-When Approved Disposition Authority Number: DAA-0566-2016-0021-0001
2	Form I-924E Application for Approval of an Exemplar Under the Immigrant Investor Program-When Denied Disposition Authority Number: DAA-0566-2016-0021-0002
3	Form I-924E Application for Approval of an Exemplar Under the Immigrant Investor Program-When Withdrawn Disposition Authority Number: DAA-0566-2016-0021-0003
4	Form I-924E Application for Approval of an Exemplar Under the Immigrant Investor Program-When Terminated Disposition Authority Number: DAA-0566-2016-0021-0004
5	Form I-924E Application for Approval of an Exemplar Under the Immigrant Investor Program-When Rejected due to Non-Sufficient Funds (NSF) Disposition Authority Number: DAA-0566-2016-0021-0005

Records Schedule Items

Sequence Number	
1	<p><b>Form I-924E Application for Approval of an Exemplar Under the Immigrant Investor Program-When Approved</b></p> <p>Disposition Authority Number      <b>DAA-0566-2016-0021-0001</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>Destroy 75 year(s) after last related Form I-526 is adjudicated.</b></p>
	<p><b>Additional Information</b></p> <p>GAO Approval                          <b>Not Required</b></p>
2	<p><b>Form I-924E Application for Approval of an Exemplar Under the Immigrant Investor Program-When Denied</b></p> <p>Disposition Authority Number      <b>DAA-0566-2016-0021-0002</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>Destroy 5 year(s) after date of denial</b></p>

3	<b>Additional Information</b>	
	GAO Approval	Not Required
	<b>Form I-924E Application for Approval of an Exemplar Under the Immigrant Investor Program-When Withdrawn</b>	
	Disposition Authority Number	DAA-0566-2016-0021-0003
	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
	<b>Disposition Instruction</b>	
Retention Period	Destroy 5 year(s) after the withdrawal is acknowledged.	
4	<b>Additional Information</b>	
	GAO Approval	Not Required
	<b>Form I-924E Application for Approval of an Exemplar Under the Immigrant Investor Program-When Terminated</b>	
	Disposition Authority Number	DAA-0566-2016-0021-0004
	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
	<b>Disposition Instruction</b>	
Retention Period	Destroy 75 year(s) after date of termination.	

5	<b>Additional Information</b>	
	GAO Approval	Not Required
	<b>Form I-924E Application for Approval of an Exemplar Under the Immigrant Investor Program-When Rejected due to Non-Sufficient Funds (NSF)</b>	
	Disposition Authority Number	DAA-0566-2016-0021-0005
	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
	<b>Disposition Instruction</b>	
	Retention Period	Destroy 2 year(s) after rejection for NSF.
	<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
10/25/2016	Certify	Joseph Martinez	Records Officer	US Citizenship and Immigration Services - Policy and Implementation Branch
03/27/2017	Submit for Concurrence	Ashby Crowder	Archives Specialist	National Archives and Records Administration - ACRA
03/28/2017	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
03/28/2017	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
03/29/2017	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist