

Request for Records Disposition Authority

Records Schedule Number DAA-0566-2016-0022
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-131A Application for Travel document (Carrier Evidence)
Internal agency concurrences will be provided No

Background Information Form I-131A to allow individuals to apply for a Carrier Evidence Document (Transportation Letter or Boarding Foil) at a U.S. Embassy or U.S. Consulate. The form may be submitted by an individual to the nearest U.S. Embassy or U.S. Consulate.

A Carrier Evidence Document may be issued to a lawful permanent resident or conditional permanent resident of the United States who is not in possession of a valid, unexpired Permanent Resident Card (e.g., the card has expired, or was lost, stolen, destroyed/mutilated), so that the individual may demonstrate to the commercial carrier that he or she is authorized to apply for admission or otherwise seek lawful entry into the United States at a U.S. port-of-entry. The Carrier Evidence Document is only used overseas and is not filed domestically.

- Issuance of a Carrier Evidence Document does not remove the requirement to replace or renew a Permanent Resident Card.
- A Carrier Evidence Document does not guarantee admission or other form of entry into the United States
- DHS (and components) may revoke or terminate a Carrier Evidence Document at any time.

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). At the time of scheduling, Form I-131A is the Application for Travel document (Carrier Documentation). This schedule may cover future forms, including those with modified form names or numbers that serve the same purpose.

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
8	0	8	0

GAO Approval

Outline of Records Schedule Items for DAA-0566-2016-0022

Sequence Number	
1	Application for Travel Document (Carrier Evidence) and supporting documentation/ evidence-When Approved Disposition Authority Number: DAA-0566-2016-0022-0001
2	Application for Travel Document (Carrier Evidence) and supporting documentation/ evidence)-When Denied Disposition Authority Number: DAA-0566-2016-0022-0002
3	Application for Travel Document (Carrier Evidence) and supporting documentation/ evidence-When Abandoned Disposition Authority Number: DAA-0566-2016-0022-0003
4	Application for Travel Document (Carrier Evidence) and supporting documentation/ evidence-When Withdrawn Disposition Authority Number: DAA-0566-2016-0022-0004
5	Application for Travel Document (Carrier Evidence) and supporting documentation/ evidence-When Terminated Disposition Authority Number: DAA-0566-2016-0022-0005
6	Application for Travel Document (Carrier Evidence) and supporting documentation/ evidence-When Administratively Closed Disposition Authority Number: DAA-0566-2016-0022-0006
7	Application for Travel Document (Carrier Evidence) and supporting documentation/ evidence-When Rejected due to Non-Sufficient Funds (NSF) Disposition Authority Number: DAA-0566-2016-0022-0007
8	Application for Travel Document (Carrier Evidence) and supporting documentation/ evidence-When Rejected by the Lockbox Disposition Authority Number: DAA-0566-2016-0022-0008

Records Schedule Items

Sequence Number	
1	<p>Application for Travel Document (Carrier Evidence) and supporting documentation/evidence-When Approved</p> <p>Disposition Authority Number DAA-0566-2016-0022-0001</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 6 year(s) after the expiration of the authorized validity period.</p> <p>Additional Information</p> <p>GAO Approval Not Required</p>
2	<p>Application for Travel Document (Carrier Evidence) and supporting documentation/evidence)-When Denied</p> <p>Disposition Authority Number DAA-0566-2016-0022-0002</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 6 year(s) after date of adjudicative decision.</p>

3	Additional Information	
	GAO Approval	Not Required
	Application for Travel Document (Carrier Evidence) and supporting documentation/ evidence-When Abandoned	
	Disposition Authority Number	DAA-0566-2016-0022-0003
	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	Destroy 6 year(s) after date of adjudicative decision.	
4	Additional Information	
	GAO Approval	Not Required
	Application for Travel Document (Carrier Evidence) and supporting documentation/ evidence-When Withdrawn	
	Disposition Authority Number	DAA-0566-2016-0022-0004
	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
	Disposition Instruction	
Retention Period	Destroy 6 year(s) after date of adjudicative decision.	
Additional Information		

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GAO Approval Not Required

**Application for Travel Document (Carrier Evidence) and supporting documentation/
evidence-When Terminated**

Disposition Authority Number DAA-0566-2016-0022-0005

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

Disposition Instruction

Retention Period Destroy 6 year(s) after date of adjudicative decision.

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Additional Information

GAO Approval Not Required

**Application for Travel Document (Carrier Evidence) and supporting documentation/
evidence-When Administratively Closed**

Disposition Authority Number DAA-0566-2016-0022-0006

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

Disposition Instruction

Retention Period Destroy 6 year(s) after date of adjudicative decision.

Additional Information

GAO Approval Not Required

7	Application for Travel Document (Carrier Evidence) and supporting documentation/ evidence-When Rejected due to Non-Sufficient Funds (NSF)	
	Disposition Authority Number	DAA-0566-2016-0022-0007
	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
	Disposition Instruction	
	Retention Period	Destroy 2 year(s) after date of NSF Notice.
	Additional Information	
GAO Approval	Not Required	
8	Application for Travel Document (Carrier Evidence) and supporting documentation/ evidence-When Rejected by the Lockbox	
	Disposition Authority Number	DAA-0566-2016-0022-0008
	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
	Disposition Instruction	
	Retention Period	Destroy 6 year(s) after 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
10/07/2016	Certify	Joseph Martinez	Records Officer	US Citizenship and Immigration Services - Policy and Implementation Branch
10/27/2016	Return for Revision	Ashby Crowder	Archives Specialist	National Archives and Records Administration - ACRA
11/01/2016	Submit For Certification	Cheryl Afflerbach	MPA	USCIS - Records
11/10/2016	Certify	Joseph Martinez	Records Officer	US Citizenship and Immigration Services - Policy and Implementation Branch
05/01/2017	Submit for Concurrence	Ashby Crowder	Archives Specialist	National Archives and Records Administration - ACRA
05/03/2017	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
05/03/2017	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
05/04/2017	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist