

Request for Records Disposition Authority

Records Schedule Number DAA-0566-2017-0001

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 Blanket L Petition

Internal agency concurrences will be provided No

Background Information The Blanket L Petitions allow qualified beneficiaries to work in the United States upon completion of these two steps:

- Petitioner must file Form I-129 and L Supplement requesting Blanket L Petition Approval, then
- Petitioner will file Form I-129 OR Form I-129S on behalf of a beneficiary with a copy of the petitioner's valid Blanket L Petition approval notice.

When a petitioner files a Form I-129 with the L Supplemental requesting a Blanket L Petition, the petitioner is not seeking classification of a beneficiary but establishing a qualifying relationship with each component of its organization and that those components are doing business. Once the blanket L petition has been approved, the petitioner may submit Form I-129S Nonimmigrant Petition Based on Blanket L Petition on behalf of an employee that is coming to the United States temporarily to perform services that require specialized knowledge professionals, or are in a managerial or executive capacity.

The Petitioner must establish that (These requirements are subject to revision at any time by USCIS):

- The beneficiary has been employed abroad by one of those listed qualifying organizations in the Blanket L petition in a capacity that was managerial or executive in nature, or in a profession that required specialized knowledge for at least 1 continuous year within the last 3 years;
- The beneficiary was employed in a qualifying position; and
- The beneficiary will be employed in the United States in a managerial or executive capacity or as a specialized knowledge profession.

The Blanket L Petition may include, but is not limited to the following information:

- Evidence that the petitioner has an office in the United States which has been doing business for one year or more;
- Evidence that the petitioner has three or more domestic and foreign branches, subsidiaries, and affiliates based on ownership and control, such as: an annual report, articles of incorporation, financial statements, or copies of stock certificates, and wire transfers; and
- The petitioner along with the other qualifying organizations meet one of the following criteria:
 - o Have obtained at least 10 L-1 approvals during the previous 12-month period; or
 - o Have U.S. subsidiaries or affiliates with combined annual sales of at least \$25 million; or
 - o Have a U.S. work force of at least 1,000 employees.

Blanket L Petitions do not include information about the individual being petitioned.

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
9	0	9	0

GAO Approval

Outline of Records Schedule Items for DAA-0566-2017-0001

Sequence Number	
1	Blanket L Petitions and supporting documentation/evidence:
1.1	When Approved and Used: Disposition Authority Number: DAA-0566-2017-0001-0001
1.2	When Approved and NOT Used: Disposition Authority Number: DAA-0566-2017-0001-0002
1.3	When Denied: Disposition Authority Number: DAA-0566-2017-0001-0003
1.4	When Abandoned: Disposition Authority Number: DAA-0566-2017-0001-0004
1.5	When Administratively Closed: Disposition Authority Number: DAA-0566-2017-0001-0005
1.6	When Withdrawn: Disposition Authority Number: DAA-0566-2017-0001-0006
1.7	When Terminated: Disposition Authority Number: DAA-0566-2017-0001-0007
1.8	When rejected for Non-Sufficient Funds (NSF): Disposition Authority Number: DAA-0566-2017-0001-0008
1.9	When Rejected by the Lockbox: Disposition Authority Number: DAA-0566-2017-0001-0009

Records Schedule Items

Sequence Number	
1	Blanket L Petitions and supporting documentation/evidence:
1.1	<p>When Approved and Used:</p> <p>Disposition Authority Number DAA-0566-2017-0001-0001</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 10 year(s) after the case is approved.</p> <p>Additional Information</p> <p>GAO Approval Not Required</p>
1.2	<p>When Approved and NOT Used:</p> <p>Disposition Authority Number DAA-0566-2017-0001-0002</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 the case is approved.</p>

1.3	Additional Information	
	GAO Approval	Not Required
	When Denied:	
	Disposition Authority Number	DAA-0566-2017-0001-0003
	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 10 year(s) after the case is denied.
	Additional Information	
	GAO Approval	Not Required
1.4	When Abandoned:	
	Disposition Authority Number	DAA-0566-2017-0001-0004
	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 the case is received.
	Additional Information	
	GAO Approval	Not Required

1.5

When Administratively Closed:

Disposition Authority Number DAA-0566-2017-0001-0005

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 3 year(s) after the date the case is
Administratively closed.

Additional Information

GAO Approval Not Required

1.6

When Withdrawn:

Disposition Authority Number DAA-0566-2017-0001-0006

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 withdrawal.

Additional Information

GAO Approval Not Required

1.7

When Terminated:

Disposition Authority Number DAA-0566-2017-0001-0007

1.8	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 termination.
	Additional Information	
	GAO Approval	Not Required
	When rejected for Non-Sufficient Funds (NSF):	
Disposition Authority Number	DAA-0566-2017-0001-0008	
1.9	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.
	Additional Information	
	GAO Approval	Not Required
	When Rejected by the Lockbox:	
Disposition Authority Number	DAA-0566-2017-0001-0009	
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

Disposition Instruction

Retention Period

Destroy 6 year(s) after date of Lockbox 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
10/13/2016	Return to Submitter	Joseph Martinez	Records Officer	US Citizenship and Immigration Services - Policy and Implementation Branch
10/13/2016	Return to Submitter	Joseph Martinez	Records Officer	US Citizenship and Immigration Services - Policy and Implementation Branch
11/01/2016	Certify	Joseph Martinez	Records Officer	US Citizenship and Immigration Services - Policy and Implementation Branch
03/28/2017	Submit for Concurrence	Jeremy Schmidt	Archives Specialist	National Archives and Records Administration - ACRA Appraisal Team 1
04/05/2017	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
04/05/2017	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
04/07/2017	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist