

## Request for Records Disposition Authority

Records Schedule Number      **DAA-0566-2017-0002**  
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                      **ADOPTION CASE PROCESSING**  
Internal agency concurrences will be provided      **No**

Background Information              **The Hague Convention on Protection of Children and Cooperation in Respect of Intercountry Adoption (the Convention) entered into force for the U.S. on April 1, 2008. The Convention strengthened protections for children, birth parents and prospective adoptive parent(s), and established an internationally agreed upon process for adoption between countries that are party to the treaty. USCIS provides different forms and processes to follow for petitions involving adopted family members, depending on the parent(s) immigration status and habitual residences of both parties.**

**The purpose of Form I-600A (Application for Advance Processing of Orphan Petition), and its supplemental forms, is to establish the eligibility and suitability of U.S. citizen(s) who intend to adopt a child abroad. Form I-600A requires submission of evidence to establish that the appropriate accreditation or approval process has been completed.**

**Upon approval by a USCIS field office, the application and supporting documents are sent to the National Visa Center (Department of State) and forwarded to the correct overseas post awaiting the individual to complete an adoption, file and apply for a visa to bring the child to the U.S.**

**Form I-600 (Petition to Classify an Orphan as an Immediate Relative) enables USCIS to determine whether a foreign-born child (or orphan) from a country that is not a party to the Hague convention is eligible to be classified as the petitioner's immediate relative.**

**Form I-800 A (Application for Determination of Suitability to Adopt a Child from a Convention Country), and its supplement forms, are for use by U.S. citizens who habitually reside in the United States,**

and who intend to adopt a child who is habitually residing in a Hague Convention country. The petitioner must have an approved, valid Form I-800A, in order to file the Form I-800.

Form I-800 (Petition to Classify Convention Adoptee as an Immediate Relative), is used to determine the child's eligibility for classification as a Convention adoptee. The petition is filed by the U.S. Citizen prospective adoptive parent to finalize the immigration process of a child who habitually resides in a Convention country.

This schedule will cover the forms and supplemental forms currently used for processing adoption cases (I-800 Supplement 1, I-800A Supplement 1, 2, 3 I-600/I-600A Supplement 1, I-604 Determination on Child for Adoption), as well as any future supplements or enhancements.

**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
19	2	17	0

GAO Approval

## Outline of Records Schedule Items for DAA-0566-2017-0002

Sequence Number	
1	Applications Filed to Establish Eligibility and Suitability of the Prospective Adoptive Parent(s) to Adopt an Orphan or Convention Adoptee, supplemental forms, and supporting documentation/evidence:
1.1	When Approved and used to support the adoption petition: Disposition Authority Number: DAA-0566-2017-0002-0001
1.2	When Approved but no adoption petition is filed: Disposition Authority Number: DAA-0566-2017-0002-0002
1.3	When Approved, but the adoption case is returned without visa issuance: Disposition Authority Number: DAA-0566-2017-0002-0003
1.4	When Denied: Disposition Authority Number: DAA-0566-2017-0002-0004
1.5	When Abandoned: Disposition Authority Number: DAA-0566-2017-0002-0005
1.6	When Administratively Closed: Disposition Authority Number: DAA-0566-2017-0002-0006
1.7	When Withdrawn: Disposition Authority Number: DAA-0566-2017-0002-0007
1.8	When Terminated: Disposition Authority Number: DAA-0566-2017-0002-0008
1.9	When Rejected for Non-Sufficient Funds (NSF): Disposition Authority Number: DAA-0566-2017-0002-0009
1.10	When Lockbox rejected: Disposition Authority Number: DAA-0566-2017-0002-0010
2	Petitions filed to classify an Orphan or a Convention Adoptee as an Immediate Relative, supplemental forms, and supporting documentation/evidence:
2.1	When Approved and used to support the adoption petition: Disposition Authority Number: DAA-0566-2017-0002-0011
2.2	When Approved but not Used and case is returned without visa issuance Disposition Authority Number: DAA-0566-2017-0002-0012
2.3	When Denied: Disposition Authority Number: DAA-0566-2017-0002-0013
2.4	When Abandoned: Disposition Authority Number: DAA-0566-2017-0002-0014
2.5	When Administratively Closed: Disposition Authority Number: DAA-0566-2017-0002-0015

2.6	<b>When Withdrawn:</b> Disposition Authority Number: DAA-0566-2017-0002-0016
2.7	<b>When Terminated:</b> Disposition Authority Number: DAA-0566-2017-0002-0017
2.8	<b>When Rejected for Non-Sufficient Funds (NSF):</b> Disposition Authority Number: DAA-0566-2017-0002-0018
2.9	<b>When Lockbox rejected:</b> Disposition Authority Number: DAA-0566-2017-0002-0019

## Records Schedule Items

Sequence Number	
1	<p><b>Applications Filed to Establish Eligibility and Suitability of the Prospective Adoptive Parent(s) to Adopt an Orphan or Convention Adoptee, supplemental forms, and supporting documentation/evidence:</b></p>
1.1	<p><b>When Approved and used to support the adoption petition:</b></p> <p>Disposition Authority Number      <b>DAA-0566-2017-0002-0001</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><b>Disposition Instruction</b></p> <p>Transfer to the National Archives for Accessioning      <b>Transfer to the National Archives 100 year(s) after the individual's date of birth.</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>Unknown</b> <b>Beginning in 2020 and every 5 years thereafter, transfer to the National Archives files of individuals born 100 years earlier.</b></p>
1.2	<p><b>When Approved but no adoption petition is filed:</b></p> <p>Disposition Authority Number      <b>DAA-0566-2017-0002-0002</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>

1.3	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 Approval.
	Additional Information	
	GAO Approval	Not Required
	<b>When Approved, but the adoption case is returned without visa issuance:</b>	
	Disposition Authority Number	DAA-0566-2017-0002-0003
	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
1.4	Disposition Instruction	
	Retention Period	Destroy 100 year(s) after the subject's date of birth.
	Additional Information	
	GAO Approval	Not Required
	<b>When Denied:</b>	
	Disposition Authority Number	DAA-0566-2017-0002-0004
	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

1.5	Do any of the records covered by this item exist as structured electronic data?	Yes
	<b>Disposition Instruction</b>	
	Retention Period	Destroy 50 year(s) after the date of the adjudicative decision.
	<b>Additional Information</b>	
	GAO Approval	Not Required
	<b>When Abandoned:</b>	
	Disposition Authority Number	DAA-0566-2017-0002-0005
	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?	No
	GRS or Superseded Authority Citation	N1-566-09-06 / 2/b/2/b
	<b>Disposition Instruction</b>	
Retention Period	Destroy 50 year(s) after the date of the adjudicative decision.	
<b>Additional Information</b>		
GAO Approval	Not Required	
1.6	<b>When Administratively Closed:</b>	
	Disposition Authority Number	DAA-0566-2017-0002-0006
	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

1.7	Do any of the records covered by this item exist as structured electronic data?	Yes
	<b>Disposition Instruction</b>	
	Retention Period	Destroy 12 year(s) after the date of the administrative closure.
	<b>Additional Information</b>	
	GAO Approval	Not Required
	<b>When Withdrawn:</b>	
	Disposition Authority Number	DAA-0566-2017-0002-0007
	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	N1-566-09-06 / 2/b/2/a
	<b>Disposition Instruction</b>	
Retention Period	Destroy 50 year(s) after the date of the withdrawal.	
<b>Additional Information</b>		
GAO Approval	Not Required	
<b>When Terminated:</b>		
Disposition Authority Number	DAA-0566-2017-0002-0008	
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	

1.9	Do any of the records covered by this item exist as structured electronic data?	Yes
	<b>Disposition Instruction</b>	
	Retention Period	Destroy 12 year(s) after the date of the termination.
	<b>Additional Information</b>	
	GAO Approval	Not Required
	<b>When Rejected for Non-Sufficient Funds (NSF):</b>	
	Disposition Authority Number	DAA-0566-2017-0002-0009
	Final Disposition	Temporary
	Item Status	Active
	Is this item media neutral?	Yes
1.10	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 the date of the NSF Notice.
	<b>Additional Information</b>	
	GAO Approval	Not Required
	<b>When Lockbox rejected:</b>	
	Disposition Authority Number	DAA-0566-2017-0002-0010
	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	

2	Disposition Instruction	Retention Period Destroy 6 year(s) after the date of the Lockbox Reject.
2.1	Additional Information	GAO Approval Not Required
2	Petitions filed to classify an Orphan or a Convention Adoptee as an Immediate Relative, supplemental forms, and supporting documentation/evidence:	When Approved and used to support the adoption petition:
2.1	Disposition Authority Number.	DAA-0566-2017-0002-0011
2	Final Disposition	Permanent
2	Item Status	Active
2	Is this item media neutral?	Yes
2	Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	Yes
2	Do any of the records covered by this item exist as structured electronic data?	Yes
2	Disposition Instruction	Transfer to the National Archives for Accessioning Transfer to the National Archives 100 year(s) after the individual's date of birth.
2	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.
2	How frequently will your agency transfer these records to the National Archives?	Unknown Beginning in 2020 and every 5 years thereafter, transfer to the National Archives files of individuals born 100 years earlier.
2.2	When Approved but not Used and case is returned without visa issuance	Disposition Authority Number DAA-0566-2017-0002-0012
2	Final Disposition	Temporary

2.3	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 subject's date of birth.
	Additional Information	
	GAO Approval	Not Required
	When Denied:	
	Disposition Authority Number	DAA-0566-2017-0002-0013
2.4	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
	Disposition Instruction	
	Retention Period	Destroy 100 year(s) after the subject's date of birth.
	Additional Information	
	GAO Approval	Not Required
	When Abandoned:	
Disposition Authority Number	DAA-0566-2017-0002-0014	
Final Disposition	Temporary	
Item Status	Active	
Is this item media neutral?	Yes	

2.5	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 subject's date of birth.
	Additional Information	
	GAO Approval	Not Required
	When Administratively Closed:	
	Disposition Authority Number	DAA-0566-2017-0002-0015
	Final Disposition	Temporary
	Item Status	Active
2.6	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 subject's date of birth.
	Additional Information	
	GAO Approval	Not Required
	When Withdrawn:	
	Disposition Authority Number	DAA-0566-2017-0002-0016
	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	

2.7	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 subject's date of birth.
	<b>Additional Information</b>	
	GAO Approval	Not Required
	<b>When Terminated:</b>	
	Disposition Authority Number	DAA-0566-2017-0002-0017
	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	
2.8	<b>Disposition Instruction</b>	
	Retention Period	Destroy 6 year(s) after the date of the adjudicative decision.
	<b>Additional Information</b>	
	GAO Approval	Not Required
	<b>When Rejected for Non-Sufficient Funds (NSF):</b>	
	Disposition Authority Number	DAA-0566-2017-0002-0018
	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 2 year(s) after the date of the NSF Notice.

**Additional Information**

GAO Approval Not Required

**When Lockbox rejected:**

Disposition Authority Number DAA-0566-2017-0002-0019

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 6 year(s) after the date of the Lockbox Reject.

**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
11/14/2016	Return to Submitter	Joseph Martinez	Records Officer	US Citizenship and Immigration Services - Policy and Implementation Branch
12/01/2016	Return to Submitter	Joseph Martinez	Records Officer	US Citizenship and Immigration Services - Policy and Implementation Branch
12/06/2016	Certify	Joseph Martinez	Records Officer	US Citizenship and Immigration Services - Policy and Implementation Branch
01/05/2017	Return for Revision	Ashby Crowder	Archives Specialist	National Archives and Records Administration - ACRA
01/27/2017	Submit For Certification	Joseph Martinez	Records Officer	US Citizenship and Immigration Services - Policy and Implementation Branch
02/03/2017	Certify	Joseph Martinez	Records Officer	US Citizenship and Immigration Services - Policy and Implementation Branch
06/15/2017	Submit for Concurrence	Ashby Crowder	Archives Specialist	National Archives and Records Administration - ACRA
06/20/2017	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
06/20/2017	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services

06/21/2017	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist
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