

Request for Records Disposition Authority

Records Schedule Number DAA-0566-2017-0005

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 INTEGRATED CARD PRODUCTION SYSTEM (ICPS)

Internal agency concurrences will be provided No

Background Information The Integrated Card Production System Print Services (ICPS) prepares, manages, and processes benefit card order requests from internal and external interfacing systems. Card orders are processed by USCIS' high-speed printing equipment.

In addition, these systems transmit card production results back to the originating or card requesting system. USCIS personalizes and distributes the form I-765 Employment Authorization Document (EAD) and the form I-551 Permanent Resident Card (PRC) through a system interface between ICPS and CLAIMS 3 and ELIS.

Specific Restrictions: All records are protected from unauthorized access through appropriate administrative, physical, and technical safeguards. The safeguards include restricting access to those with a need-to-know to perform their official duties, and using login and strong password encryption.

Vital Record: No

Specific Legal Requirements: 8 USC

Privacy Act Restriction: 552a (b)(3)

INPUTS: There is no manual input to the system. ICPS receives batch input from Computer Linked Application Information Management System 3 (CLAIMS 3), and Electronic Immigration System (USCIS ELIS) has its own retention schedule. Destroy or delete batch input file after data has been transferred to the master file and verified, under GRS 4.3, Item 020.

OUTPUTS: The system output consists of identity cards that are mailed to the applicable individual. Daily production reports are created to assist with card secure document accountability. The identity cards that are output are mailed to the applicable individual. All other outputs such as production reports can be destroyed/deleted when no longer needed for agency business, under GRS 4.3, Item 030.

SYSTEM DOCUMENTATION: User manual, record layouts, technical description of files, data dictionary, and System Engineering Life Cycle (SELC) documents. Destroy when the system becomes obsolete, superseded, or no longer needed for agency business under GRS 3.1, Item 051.

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
1	0	1	0

GAO Approval

Outline of Records Schedule Items for DAA-0566-2017-0005

Sequence Number	
1	ICPS MASTERFILE Disposition Authority Number: DAA-0566-2017-0005-0001

Records Schedule Items

Sequence Number	
1	<p data-bbox="375 410 651 442">ICPS MASTERFILE</p> <p data-bbox="375 463 1149 495">Disposition Authority Number DAA-0566-2017-0005-0001</p> <p data-bbox="375 517 1453 697">MASTERFILE: The system has copies of personal identifying information from CLAIMS 3 and USCIS ELIS such as: • Name • Date of Birth (DOB) • Country of Birth (COB) • Class of Admission (COA) The information unique to this system includes, but may not be limited to: • Card Printer ID • Card Sending Site • Card Production Site • Card Barcode ID</p> <p data-bbox="375 719 927 751">Final Disposition Temporary</p> <p data-bbox="375 772 862 804">Item Status Active</p> <p data-bbox="375 825 829 857">Is this item media neutral? Yes</p> <p data-bbox="375 878 829 995">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 data-bbox="375 1017 813 1102">Do any of the records covered by this item exist as structured electronic data? No</p> <p data-bbox="375 1123 1052 1176">GRS or Superseded Authority Citation N1-566-09-001 / 1/B</p> <p data-bbox="375 1219 678 1251">Disposition Instruction</p> <p data-bbox="375 1283 1497 1347">Retention Period Destroy 10 year(s) after the last time USCIS updated the individual's record in the system.</p> <p data-bbox="375 1389 678 1421">Additional Information</p> <p data-bbox="375 1442 959 1474">GAO Approval Not Required</p>

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
03/02/2017	Certify	Joseph Martinez	Records Officer	US Citizenship and Immigration Services - Policy and Implementation Branch
05/22/2017	Return for Revision	Ashby Crowder	Archives Specialist	National Archives and Records Administration - ACRA
05/23/2017	Submit For Certification	Joseph Martinez	Records Officer	US Citizenship and Immigration Services - Policy and Implementation Branch
05/23/2017	Certify	Joseph Martinez	Records Officer	US Citizenship and Immigration Services - Policy and Implementation Branch
05/25/2017	Submit for Concurrence	Ashby Crowder	Archives Specialist	National Archives and Records Administration - ACRA
05/30/2017	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
05/30/2017	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
05/31/2017	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist