

## 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 Destroy when the system becomes obsolete, superseded, or no longer needed for agency business under GRS 3.1, Item 051.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="365 404 649 446"><b>ICPS MASTERFILE</b></p> <p data-bbox="365 457 1153 500">Disposition Authority Number      <b>DAA-0566-2017-0005-0001</b></p> <p data-bbox="365 510 1513 702"><b>MASTERFILE:</b> 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="365 712 925 755">Final Disposition                      <b>Temporary</b></p> <p data-bbox="365 766 860 808">Item Status                                <b>Active</b></p> <p data-bbox="365 819 828 861">Is this item media neutral?          <b>Yes</b></p> <p data-bbox="365 872 828 1000">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 data-bbox="365 1010 812 1106">Do any of the records covered by this item exist as structured electronic data?                      <b>No</b></p> <p data-bbox="365 1117 1055 1181">GRS or Superseded Authority Citation      <b>N1-566-09-001 / 1/B</b></p> <p data-bbox="365 1212 682 1255"><b>Disposition Instruction</b></p> <p data-bbox="365 1266 1513 1351">Retention Period                         <b>Destroy 10 year(s) after the last time USCIS updated the individual's record in the system.</b></p> <p data-bbox="365 1372 682 1415"><b>Additional Information</b></p> <p data-bbox="365 1425 958 1478">GAO Approval                              <b>Not Required</b></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