

Request for Records Disposition Authority

Records Schedule Number	DAA-0566-2017-0007
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	EMPLOYMENT-BASED BENEFITS
Internal agency concurrences will be provided	No
Background Information	<p>U.S. Citizenship and Immigration Services (USCIS) is the government agency that oversees lawful immigration to the United States. USCIS processes applications, petitions, and requests pursuant to the Immigration and Nationality Act (INA) and issues documentation to applicants, petitioners, and requestors to reflect their immigration status and eligibility to travel, work, and live in the United States, as well as their status as derivative or naturalized United States citizens.</p> <p>Forms related to Employment-Based Adjustments of Status (AOS) (and supporting documentation/evidence) are related to adjudication of long-term Employment-Based (AOS) benefits.</p> <p>Long-term Employment-Based Adjustments of Status (AOS) include, but are not limited to (this list is not exhaustive and will include future forms or form name modifications, unless noted on future forms):</p> <ul style="list-style-type: none">• I-526 Immigrant Petition by Alien Entrepreneur• I-140 Immigrant Petition for Alien Worker• I-829 Petition by Entrepreneur to Remove Conditions• I-360 Petition for Amerasian, Widow(er), or Special Immigrant (for Religious workers) <p>Forms related to Employment-Based Short-Term Benefits (and supporting documentation/evidence) are related to adjudication of Short-term Nonimmigrant Employment-Based benefits.</p> <p>Short-term Nonimmigrant Employment-Based benefits include, but are not limited to (this list is not exhaustive and will include future forms or form name modifications, unless noted on future forms):</p> <ul style="list-style-type: none">• I-129CW Petition for a CNMI-Only Nonimmigrant Transitional Worker

- I-129 Petition for a Nonimmigrant Worker
- I-129S Nonimmigrant Petition Based on Blanket L Petition
- I-129W Petition for Nonimmigrant Worker Filing Fee Exemption

Electronic Immigration Files owned by the National Archives. In the rare occasion when accessioned records are needed for adjudicative purposes, NARA will provide a copy of applications and supporting documentation that have been accessioned into the National Archives.

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

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: 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
17	1	16	0

GAO Approval

Outline of Records Schedule Items for DAA-0566-2017-0007

Sequence Number	
1	Benefit Requests for Long Term Employment-Based Benefits and Supporting Documentation/Evidence (application packets)
1.1	When Approved Disposition Authority Number: DAA-0566-2017-0007-0001
1.2	When Denied Disposition Authority Number: DAA-0566-2017-0007-0002
1.3	When Abandoned Disposition Authority Number: DAA-0566-2017-0007-0003
1.4	When Withdrawn Disposition Authority Number: DAA-0566-2017-0007-0004
1.5	When Terminated Disposition Authority Number: DAA-0566-2017-0007-0005
1.6	When Administratively Closed Disposition Authority Number: DAA-0566-2017-0007-0006
1.7	When Rejected for Non-Sufficient Funds (NSF) Disposition Authority Number: DAA-0566-2017-0007-0007
1.8	When Rejected by the Lockbox Disposition Authority Number: DAA-0566-2017-0007-0008
1.9	When Approved and not Used Disposition Authority Number: DAA-0566-2017-0007-0009
2	Benefit Requests and supporting Documentation/Evidence (application packets) Related to Short-Term Employment-Based Benefits
2.1	When Approved Disposition Authority Number: DAA-0566-2017-0007-0010
2.2	When Denied Disposition Authority Number: DAA-0566-2017-0007-0011
2.3	When Abandoned Disposition Authority Number: DAA-0566-2017-0007-0012
2.4	When Withdrawn Disposition Authority Number: DAA-0566-2017-0007-0013
2.5	When Terminated Disposition Authority Number: DAA-0566-2017-0007-0014
2.6	When Administratively Closed Disposition Authority Number: DAA-0566-2017-0007-0015
2.7	When Rejected for Non-Sufficient Funds (NSF)

2.8

Disposition Authority Number: DAA-0566-2017-0007-0016

When Rejected by the Lockbox

Disposition Authority Number: DAA-0566-2017-0007-0017

Records Schedule Items

Sequence Number	
1	Benefit Requests for Long Term Employment-Based Benefits and Supporting Documentation/Evidence (application packets)
1.1	When Approved
	Disposition Authority Number DAA-0566-2017-0007-0001
	Final Disposition Permanent
	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
	Transfer to the National Archives for Accessioning Transfer to the National Archives 100 year(s) after the individual's Date of Birth (DOB).
	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.
	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.
1.2	When Denied
	Disposition Authority Number DAA-0566-2017-0007-0002
	Final Disposition Temporary
	Item Status Active
	Is this item media neutral? Yes

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 100 year(s) after the individual's Date of Birth (DOB).
	Additional Information	
	GAO Approval	Not Required
	When Abandoned	
	Disposition Authority Number	DAA-0566-2017-0007-0003
	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 individual's Date of Birth (DOB).
	Additional Information	
	GAO Approval	Not Required
	When Withdrawn	
	Disposition Authority Number	DAA-0566-2017-0007-0004
	Final Disposition	Temporary
	Item Status	Active
	Is this item media neutral?	Yes
	Do any of the records covered by this item currently exist in	Yes

1.5	electronic format(s) other than e-mail and word processing?	
	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 individual's Date of Birth (DOB).
	Additional Information	
	GAO Approval	Not Required
	When Terminated	
	Disposition Authority Number	DAA-0566-2017-0007-0005
	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 100 year(s) after the individual's Date of Birth (DOB).	
Additional Information		
GAO Approval	Not Required	
1.6	When Administratively Closed	
	Disposition Authority Number	DAA-0566-2017-0007-0006
	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
	Disposition Instruction	
	Retention Period	Destroy 100 year(s) after the individual's Date of Birth (DOB).
	Additional Information	
	GAO Approval	Not Required
	When Rejected for Non-Sufficient Funds (NSF)	
	Disposition Authority Number	DAA-0566-2017-0007-0007
	Final Disposition	Temporary
	Item Status	Active
	Is this item media neutral?	Yes
1.8	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 the date of the NSF Notice.
	Additional Information	
	GAO Approval	Not Required
	When Rejected by the Lockbox	
	Disposition Authority Number	DAA-0566-2017-0007-0008
	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	

1.9	Disposition Instruction	
	Retention Period	Destroy 6 year(s) after date of rejection.
	Additional Information	
	GAO Approval	Not Required
	When Approved and not Used	
	Disposition Authority Number	DAA-0566-2017-0007-0009
	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	
2	Disposition Instruction	
	Retention Period	Destroy 10 year(s) after the date the visa becomes available.
	Additional Information	
	GAO Approval	Not Required
	Benefit Requests and supporting Documentation/Evidence (application packets) Related to Short-Term Employment-Based Benefits	
	When Approved	
	Disposition Authority Number	DAA-0566-2017-0007-0010
	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	
2.1	Disposition Instruction	
	Retention Period	Destroy 10 year(s) after the date the visa becomes available.
	Additional Information	
	GAO Approval	Not Required
	Benefit Requests and supporting Documentation/Evidence (application packets) Related to Short-Term Employment-Based Benefits	
	When Approved	
	Disposition Authority Number	DAA-0566-2017-0007-0010
	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	

2.2	Disposition Instruction	
	Retention Period	Destroy between 3 year(s) and 10 year(s) after the date of the adjudicative decision.
	Additional Information	
	GAO Approval	Not Required
	When Denied	
	Disposition Authority Number	DAA-0566-2017-0007-0011
	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	
2.3	Disposition Instruction	
	Retention Period	Destroy between 3 year(s) and 10 year(s) after the date of the adjudicative decision.
	Additional Information	
	GAO Approval	Not Required
	When Abandoned	
	Disposition Authority Number	DAA-0566-2017-0007-0012
	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		

2.4	Retention Period	Destroy between 3 year(s) and 10 year(s) after the date of adjudicative decision.
	Additional Information	
	GAO Approval	Not Required
	When Withdrawn	
	Disposition Authority Number	DAA-0566-2017-0007-0013
	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		
2.5	Retention Period	Destroy between 3 year(s) and 10 year(s) after the date of the adjudicative decision.
	Additional Information	
	GAO Approval	Not Required
	When Terminated	
	Disposition Authority Number	DAA-0566-2017-0007-0014
	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		

2.6	Retention Period	Destroy between 3 year(s) and 10 year(s) after the date of the adjudicative decision.
	Additional Information	
	GAO Approval	Not Required
	When Administratively Closed	
	Disposition Authority Number	DAA-0566-2017-0007-0015
	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 between 3 year(s) and 10 year(s) after the date of the adjudicative decision.
2.7	Additional Information	
	GAO Approval	Not Required
	When Rejected for Non-Sufficient Funds (NSF)	
	Disposition Authority Number	DAA-0566-2017-0007-0016
	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
	Do any of the records covered by this item exist as structured electronic data?	Yes
	Disposition Instruction	
	Retention Period	Destroy 2 year(s) after the date of the NSF Notice.

2.8	Additional Information	
	GAO Approval	Not Required
	When Rejected by the Lockbox	
	Disposition Authority Number	DAA-0566-2017-0007-0017
	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
	Disposition Instruction	
	Retention Period	Destroy 6 year(s) after the 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
02/22/2017	Certify	Joseph Martinez	Records Officer	US Citizenship and Immigration Services - Policy and Implementation Branch
03/15/2017	Return for Revision	Ashby Crowder	Archives Specialist	National Archives and Records Administration - ACRA
03/16/2017	Submit For Certification	Cheryl Afflerbach	MPA	USCIS - Records
03/21/2017	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
06/19/2017	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
06/19/2017	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