

Request for Records Disposition Authority

Records Schedule Number DAA-0566-2017-0009

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 Form I-539 Application to Extend/Change Nonimmigrant Status and Supplement A

Internal agency concurrences will be provided No

Background Information 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.

Form I-539, Application to Extend/Change Nonimmigrant Status, is filed by certain non-immigrants to (these requirements are subject to revision at any time by USCIS):

- apply for an extension of stay in the U.S.
- change to a different non-immigrant status
- apply for an initial nonimmigrant status, for residents of Commonwealth of the Northern Mariana Islands (CNMI)
- request reinstatement to F-1 or M-1 student status

Persons seeking V nonimmigrant status or an extension of stay as a V nonimmigrant must also file the Form I-539 Supplement A, as part of their Form I-539. (These requirements are subject to revision at any time by USCIS.)

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 method (including applications,

petitions, and requests that are adjudicated via USCIS electronic systems). This schedule may cover future forms, including those with modified form names or numbers that serve a similar purpose.

This schedule does not apply to applications, petitions, and requests already placed in Alien Files (A-Files) or receipt files. This schedule may include future forms (of similar use) or form name modifications, unless noted on future forms.

Note: All documentation submitted or created in support of a USCIS application, petition, or request is maintained in accordance with USCIS policy and NARA retention schedules 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
15	0	15	0

GAO Approval

Outline of Records Schedule Items for DAA-0566-2017-0009

Sequence Number	
1	Form I-539 Application to Extend/Change Nonimmigrant Status and Supplement A and supporting evidence/documentation, when used to extend time of stay or to request reinstatement of student status:
1.1	When Approved Disposition Authority Number: DAA-0566-2017-0009-0001
1.2	When Denied Disposition Authority Number: DAA-0566-2017-0009-0002
1.3	When Abandoned: Disposition Authority Number: DAA-0566-2017-0009-0003
1.4	When Administratively Closed: Disposition Authority Number: DAA-0566-2017-0009-0004
1.5	When Withdrawn: Disposition Authority Number: DAA-0566-2017-0009-0005
1.6	When Terminated: Disposition Authority Number: DAA-0566-2017-0009-0006
1.7	When Rejected for Non-Sufficient Funds (NSF): Disposition Authority Number: DAA-0566-2017-0009-0007
1.8	When Rejected by the Lockbox: Disposition Authority Number: DAA-0566-2017-0009-0008
2	Form I-539, Application to Extend/Change Nonimmigrant Status and Supplement A , and supporting evidence/documentation, when used to change status or for CNM I initial status:
2.1	When Approved Disposition Authority Number: DAA-0566-2017-0009-0009
2.2	When Denied: Disposition Authority Number: DAA-0566-2017-0009-0010
2.3	When Abandoned: Disposition Authority Number: DAA-0566-2017-0009-0011
2.4	When Administratively Closed: Disposition Authority Number: DAA-0566-2017-0009-0012
2.5	When Withdrawn: Disposition Authority Number: DAA-0566-2017-0009-0013
2.6	When Rejected for Non-Sufficient Funds (NSF): Disposition Authority Number: DAA-0566-2017-0009-0014
2.7	When Rejected by the Lockbox: Disposition Authority Number: DAA-0566-2017-0009-0015

Records Schedule Items

Sequence Number	
1	<p>Form I-539 Application to Extend/Change Nonimmigrant Status and Supplement A and supporting evidence/documentation, when used to extend time of stay or to request reinstatement of student status:</p>
1.1	<p>When Approved</p> <p>Disposition Authority Number DAA-0566-2017-0009-0001</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>GRS or Superseded Authority Citation N1-85-96-01 / 4/a</p> <p>Disposition Instruction</p> <p>Retention Period Destroy 3 year(s) after adjudicative decision.</p> <p>Additional Information</p> <p>GAO Approval Not Required</p>
1.2	<p>When Denied</p> <p>Disposition Authority Number DAA-0566-2017-0009-0002</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>

1.3

GRS or Superseded Authority Citation N1-85-96-01 / 4/a

Disposition Instruction

Retention Period Destroy 3 year(s) after date of adjudicative decision.

Additional Information

GAO Approval Not Required

When Abandoned:

Disposition Authority Number DAA-0566-2017-0009-0003

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 3 year(s) after date of adjudicative decision.

Additional Information

GAO Approval Not Required

When Administratively Closed:

Disposition Authority Number DAA-0566-2017-0009-0004

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

1.5

Retention Period Destroy 3 year(s) after date of adjudicative decision.

Additional Information

GAO Approval Not Required

When Withdrawn:

Disposition Authority Number DAA-0566-2017-0009-0005

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

1.6

Disposition Instruction

Retention Period Destroy 3 year(s) after date of adjudicative decision.

Additional Information

GAO Approval Not Required

When Terminated:

Disposition Authority Number DAA-0566-2017-0009-0006

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 3 year(s) after date of adjudicative decision.

Additional Information

1.7

GAO Approval Not Required

When Rejected for Non-Sufficient Funds (NSF):

Disposition Authority Number DAA-0566-2017-0009-0007

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

Disposition Instruction

Retention Period Destroy 2 year(s) after after date of the NSF.

1.8

Additional Information

GAO Approval Not Required

When Rejected by the Lockbox:

Disposition Authority Number DAA-0566-2017-0009-0008

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

Disposition Instruction

Retention Period Destroy 6 year(s) after date of Lockbox reject.

Additional Information

GAO Approval Not Required

2	Form I-539, Application to Extend/Change Nonimmigrant Status and Supplement A, and supporting evidence/documentation, when used to change status or for CNMI initial status:
2.1	When Approved Disposition Authority Number DAA-0566-2017-0009-0009 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 GRS or Superseded Authority Citation N1-85-96-01 / 4/b Disposition Instruction Retention Period Destroy 5 year(s) after date of adjudicative decision.
2.2	When Denied: Disposition Authority Number DAA-0566-2017-0009-0010 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 GRS or Superseded Authority Citation N1-85-96-01 / 4/b Disposition Instruction Retention Period Destroy 5 year(s) after date of adjudicative decision.

2.3

Additional Information

GAO Approval Not Required

When Abandoned:

Disposition Authority Number DAA-0566-2017-0009-0011

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

Disposition Instruction

Retention Period Destroy 5 year(s) after date of adjudicative decision.

Additional Information

GAO Approval Not Required

2.4

When Administratively Closed:

Disposition Authority Number DAA-0566-2017-0009-0012

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

Retention Period Destroy 5 year(s) after date of adjudicative decision.

Additional Information

GAO Approval Not Required

2.5

When Withdrawn:

Disposition Authority Number DAA-0566-2017-0009-0013

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

Retention Period Destroy 3 year(s) after date of adjudicative decision.

Additional Information

GAO Approval Not Required

2.6

When Rejected for Non-Sufficient Funds (NSF):

Disposition Authority Number DAA-0566-2017-0009-0014

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

Retention Period Destroy 2 year(s) after date of NSF.

Additional Information

GAO Approval Not Required

2.7

When Rejected by the Lockbox:

Disposition Authority Number DAA-0566-2017-0009-0015

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 6 year(s) after date of 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
03/31/2017	Certify	Joseph Martinez	Records Officer	US Citizenship and Immigration Services - Policy and Implementation Branch
11/15/2017	Return for Revision	Ashby Crowder	Archives Specialist	National Archives and Records Administration - ACRA
11/21/2017	Submit For Certification	Joseph Martinez	Records Officer	US Citizenship and Immigration Services - Policy and Implementation Branch
11/28/2017	Certify	Joseph Martinez	Records Officer	US Citizenship and Immigration Services - Policy and Implementation Branch
01/09/2018	Submit for Concurrence	Ashby Crowder	Archives Specialist	National Archives and Records Administration - ACRA
01/11/2018	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
01/11/2018	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
01/12/2018	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist