

WITHDRAWN – RETURNED WITHOUT ACTION

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
Request for Records Disposition Authority

Records Schedule: **DAA-0566-2017-0010**

Request for Records Disposition Authority

Records Schedule Number **DAA-0566-2017-0010**
Schedule Status **Returned Without Action**

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 **USCIS ELECTRONIC FILING SYSTEM (E-Filing)**

Internal agency concurrences will be provided **No**

Background Information **E-Filing is a customer service web-based initiative developed to provide a mechanism for individuals to submit and track the processing of certain USCIS applications.**

E-Filing eliminates the need for some applications to be submitted to USCIS in hard-copy and then manually input by USCIS staff into the electronic case processing system. This data is used to perform, examinations (review of the information that is being provided by applicants), and adjudications (process by which decisions are made to grant or deny an application).

E-Filing collects information directly from applicants based on the specific form(s) selected from the menu of available applications.

a. INPUTS

E-File may receive batch data from:

- CLAIMS 3 LAN,
- CLAIMS Mainframe,
- National Production Server (NPS)
- Integrated Card Production System (ICPS)
- Biometrics Retrieval Utility (BRU)
- Pay.gov
- Receipt and Alien File Accountability and Control System (RAFACS)
- USCIS ELIS

Batch Data may include, but is not limited to:

- Application Support Center
- Full Name
- Date of Birth (DOB)

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- Address
- Attorney name
- Receipt Number
- Alien Registration Number (A-Number)
- Confirmation receipt notice
- Primary application/ petition
- Supplements Continuation Sheets
- Associated G-28s
- Concurrently e-filed applications directly associated with the primary application

INPUTS: DISPOSITION: Temporary. Delete/destroy when data has been entered into the Master File and verified in accordance with GRS 4.3 Item 020.

b. MASTER FILE

Data elements in e-File include, but may not be limited to:

- Full Name
- Date of Birth (DOB)
- Phone
- Address
- I94 Number
- Date Arrival
- POE
- Status/Action
- Current Status
- Employment Start Date
- Card Issue/Denial Date
- Expiration Date
- Attorney name
- Receipt Number,
- Alien Registration Number (A-Number),

E-filing was terminated as of 8/30/2015 and database scripts run to close the forms. The database has been backed up and is stored. The latest configuration document for E-Filing will be retained for the amount of time equaling the application, petition, or benefit request.

c. OUTPUTS

- Receipt and confirmation notices for the applicant and applicant's attorney
- PDF prints of complete E-filed applications

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- Electronic routing of application data to the appropriate CLAIMS 3 LAN
- Electronic matching of biometrics and applications
- Parses Pay.gov's data file into individual application files that cannot be altered.
- Digital biometrics transmitted to the proper BBSS
- Batch Report Summary report (i.e. batch manifest)
- Case status reports

Disposition: TEMPORARY. Destroy when no longer needed for business according to GRS 4.3 Item 030.

NOTE: E-Filing documents are not typically printed, however, printed documents may be retained in the corresponding physical file (Receipt file, T-File, W-File, A-File)

d. SYSTEM DOCUMENTATION.

RETENTION: Temporary. Destroy when no longer needed for business according to GRS 3.2 Item 030.

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.

Item Count

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

GAO Approval

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Records Schedule: DAA-0566-2017-0010

Outline of Records Schedule Items for DAA-0566-2017-0010

Sequence Number

1

USCIS ELECTRONIC FILING SYSTEM (E-Filing)

Disposition Authority Number: DAA-0566-2017-0010-0001

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Records Schedule: **DAA-0566-2017-0010**

Records Schedule Items

Sequence Number	
1	USCIS ELECTRONIC FILING SYSTEM (E-Filing) Disposition Authority Number DAA-0566-2017-0010-0001 MASTERFILE Final Disposition Temporary Item Status Withdrawn 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 Masterfile data will be retained for the amount of time equaling the associated application, petition, or benefit request. Additional Information GAO Approval Not Required

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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
12/20/2016	Certify	Joseph Martinez	Records Officer	US Citizenship and Immigration Services - Policy and Implementation Branch
12/21/2016	Return Without Action	Ashby Crowder	Archives Specialist	National Archives and Records Administration - ACRA

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