

Request for Records Disposition Authority

Records Schedule Number DAA-0566-2017-0011
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 ASYLUM and NACARA BENEFIT APPLICATIONS
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. As part of its mission, USCIS administers the Asylum Program, which provides protection to qualified individuals in the United States who have suffered past persecution or have a well-founded fear of future persecution in his or her country of origin.

USCIS is responsible for the adjudication of the benefit program established by Section 203 of the Nicaraguan Adjustment and Central American Relief Act (NACARA). USCIS uses Forms I-589 (Application for Asylum and for Withholding of Removal) and I-881 (Application for Suspension of Deportation or Special Rule Cancellation of Removal) to process applications for asylum and cancellation of removal. Withholding of removal requests are submitted to the Executive Office of Immigration Review (EOIR) and considered by an Immigration Judge when submitted during proceedings. USCIS does not adjudicate withholding of removal requests. (USCIS may revise filing instructions/requirements at any time.)

Form I-590 (Registration for Classification as a Refugee) is used by applicants outside of the United States seeking refugee status on the basis of being unable or unwilling to return to his/her home country, and is unable or unwilling to avail himself or herself of the protection of, that country because of persecution or a well-founded fear of persecution on account of race, religion, nationality, membership in a particular social group, or political opinion.

Form I-591 (Assurance by a United States Sponsor in Behalf of an Applicant for Refugee Status), is also maintained and adjudicated by USCIS.

Form I-589 is used by applicants already in the U.S. to affirmatively apply for asylum and is adjudicated by the USCIS asylum division. The I-589 allows the applicant to present substantive details of their claim for asylum and to supplement their application with documentary evidence relevant to their claim.

Forms I-589 and I-881 may also be filed with the EOIR during immigration proceedings.

The I-589 collects basic information about the applicant and any derivative family members, including, but not limited to the applicant's:

- A-number
- Social Security Number
- USCIS Online Account Number
- Current name and former names or aliases
- Current and former addresses
- Contact information
- Gender
- Marital status
- Language
- Religion
- Ethnicity and Nationality
- Travel history, passport information and entries into the United States
- Educational, residential and employment history

Form I-881 is used to apply for benefits under section 203 of the Nicaraguan Adjustment and Central American Relief Act (NACARA 203). Section 203 of NACARA applies to certain individuals from Guatemala, El Salvador, and the former Soviet bloc countries, who entered the United States and applied for asylum by specified dates or registered for immigration benefits. Section 203 of NACARA allows qualified individuals to apply for suspension of deportation or for special rule cancellation of removal under the standards similar to those in effect before the enactment of the Illegal Immigration Reform and Immigrant Responsibility Act of 1996. If granted, individuals receive lawful permanent resident status. Unlike Asylum, where derivative benefits are possible, each NACARA applicant must establish independent eligibility for NACARA relief.

The I-881 allows the applicant to assert eligibility for NACARA 203 benefits and present information relevant to good moral character and hardship the applicant or their family may face if the applicant is removed from the United States.

The I-881 collects basic information about the applicant and any dependent family members included on the application, including but not limited to:

- A-number
- Social Security Number
- USCIS Online Account Number
- Current name and former names or aliases
- Current and former addresses
- Contact information
- Gender
- Marital status
- Language
- Religion
- Ethnicity and Nationality
- Travel history, passport information and entries into the United States
- Educational, residential and employment history
- Assets held by the applicant, and by the applicant's spouse
- Current and former income, and the income of the applicant's spouse and parents.

Forms I-590 and I-591 collect the requester's basic biographic/historical information outlined above, as well as supporting information from the requester and family members, including, but not limited to:

- Date and reason for leaving home country
- Education, military, and criminal history
- Information about relatives residing in the U.S.
- Biographic and financial information regarding sponsors in the U.S.

This schedule covers Forms I-589 and I-881, as well as their associated Form I-590, Registration for Classification as a Refugee and Form I-591, Assurance by a United States Sponsor in Behalf of an Applicant for Refugee Status, whether submitted in paper or electronically.

This schedule may cover future forms, including those with modified form names or numbers that serve the same purpose.

USCIS may change/modify filing requirements at any time.

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
8	1	7	0

GAO Approval

Outline of Records Schedule Items for DAA-0566-2017-0011

Sequence Number	
1	Requests for Asylum, Withholding of Removal, Suspension of Deportation or Special Rule Cancellation of Removal, Registration for Classification as a Refugee, and Assurance by a United States Sponsor in Behalf of an Applicant for Refugee Status, and associated forms, evidence or documentation
1.1	When the request is Approved Disposition Authority Number: DAA-0566-2017-0011-0001
1.2	When the request is Denied Disposition Authority Number: DAA-0566-2017-0011-0002
1.3	When the request is Abandoned Disposition Authority Number: DAA-0566-2017-0011-0003
1.4	When the request is Withdrawn Disposition Authority Number: DAA-0566-2017-0011-0004
1.5	When the request is Terminated Disposition Authority Number: DAA-0566-2017-0011-0005
1.6	When the request is Administratively Closed Disposition Authority Number: DAA-0566-2017-0011-0006
1.7	When the request is Rejected due to Non-Sufficient Funds (NSF) Disposition Authority Number: DAA-0566-2017-0011-0007
1.8	When the request is Rejected by the Lockbox Disposition Authority Number: DAA-0566-2017-0011-0008

Records Schedule Items

Sequence Number	
1	<p>Requests for Asylum, Withholding of Removal, Suspension of Deportation or Special Rule Cancellation of Removal, Registration for Classification as a Refugee, and Assurance by a United States Sponsor in Behalf of an Applicant for Refugee Status, and associated forms, evidence or documentation</p>
1.1	<p>When the request is Approved</p> <p>Disposition Authority Number DAA-0566-2017-0011-0001</p> <p>Final Disposition Permanent</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>Disposition Instruction</p> <p>Transfer to the National Archives for Accessioning Transfer to the National Archives 100 year(s) after the individual's Date of birth(DOB).</p> <p>Additional Information</p> <p>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.</p> <p>How frequently will your agency transfer these records to the National Archives? Every 5 Years</p>
1.2	<p>When the request is Denied</p> <p>Disposition Authority Number DAA-0566-2017-0011-0002</p> <p>Final Disposition Temporary</p> <p>Item Status Active</p> <p>Is this item media neutral? Yes</p>

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 the request is Abandoned

Disposition Authority Number **DAA-0566-2017-0011-0003**

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**

Disposition Instruction

Retention Period **Destroy 100 year(s) after the individual's Date of Birth.**

Additional Information

GAO Approval **Not Required**

1.4

When the request is Withdrawn

Disposition Authority Number **DAA-0566-2017-0011-0004**

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 the request is Terminated

Disposition Authority Number **DAA-0566-2017-0011-0005**

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.**

Additional Information

GAO Approval **Not Required**

1.6

When the request is Administratively Closed

Disposition Authority Number **DAA-0566-2017-0011-0006**

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 the request is Rejected due to Non-Sufficient Funds (NSF)	
	Disposition Authority Number	DAA-0566-2017-0011-0007
	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 date of the NSF Notice.
	Additional Information	
	GAO Approval	Not Required
	When the request is Rejected by the Lockbox	
	Disposition Authority Number	DAA-0566-2017-0011-0008
	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 the date of the 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
05/11/2017	Return to Submitter	Joseph Martinez	Records Officer	US Citizenship and Immigration Services - Policy and Implementation Branch
05/12/2017	Certify	Joseph Martinez	Records Officer	US Citizenship and Immigration Services - Policy and Implementation Branch
01/08/2018	Submit for Concurrence	Ashby Crowder	Archives Specialist	National Archives and Records Administration - ACRA
03/27/2018	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
03/27/2018	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
03/30/2018	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist