

Request for Records Disposition Authority

Records Schedule Number DAA-0566-2017-0014
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 Exam Fee Receipting System (EFRS)
Internal agency concurrences will be provided No

Background Information

The primary goal of the USCIS Office of the Chief Financial Officer (OCFO) is to manage financial management activities to provide USCIS leadership with accurate, relevant, and timely financial information. The Exam Fee Receipting System (EFRS) supports this goal by standardizing the collection and deposit of requisite fee. EFRS allows USCIS offices to easily complete pertinent monetary tasks and functions, such as changing fees and electronically capturing and sorting payer, transaction, cashier, and deposit information, and perform such tasks as:

- Receiving and performing fee collection
- Handling problem checks
- Voiding transactions
- Reconciling funds
- Identifying/addressing fee discrepancies
- Submitting and retaining deposit documentation
- Generating reports
- Reducing calculation errors

INPUTS: Data are entered based on forms and fees submitted by those requesting immigration benefits.

DISPOSITION: Temporary. Delete when no longer needed for business purposes, per GRS 5.2, Item 020.

OUTPUTS: Printed receipt and an auto-generated receipt number.

DISPOSITION: Temporary. Destroy when no longer needed for business purposes, per GRS 5.2, Item 020.

SYSTEM DOCUMENTATION:

DISPOSITION: Temporary. Destroy when no longer needed for business purposes per 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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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-0566-2017-0014

Sequence Number

1

Masterfile Data

Disposition Authority Number: DAA-0566-2017-0014-0001

Records Schedule Items

Sequence Number	
1	<p data-bbox="375 406 586 438">Masterfile Data</p> <p data-bbox="375 459 1154 491">Disposition Authority Number DAA-0566-2017-0014-0001</p> <p data-bbox="375 512 1511 693">Masterfile Data elements may include, but are not limited to: Information collected from applicants • Full Name • Receipt number • A-Number • Applications, Petition, Request type • Payment Amount and Method • Mailing Address The Masterfile may also include data elements relating to DHS employees/contractors, such as (may not be exhaustive): • Full Name • User ID</p> <p data-bbox="375 715 927 746">Final Disposition Temporary</p> <p data-bbox="375 768 862 800">Item Status Active</p> <p data-bbox="375 821 821 853">Is this item media neutral? No</p> <p data-bbox="375 874 1308 906">Explanation of limitation This is an electronic receipting system.</p> <p data-bbox="375 927 821 1044">Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No</p> <p data-bbox="375 1076 683 1108">Disposition Instruction</p> <p data-bbox="375 1129 1446 1161">Retention Period Destroy 15 year(s) after the receipt is processed.</p> <p data-bbox="375 1204 675 1236">Additional Information</p> <p data-bbox="375 1257 959 1289">GAO Approval Not Required</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
04/24/2017	Certify	Joseph Martinez	Records Officer	US Citizenship and Immigration Services - Policy and Implementation Branch
05/25/2017	Return for Revision	Ashby Crowder	Archives Specialist	National Archives and Records Administration - ACRA
05/25/2017	Submit For Certification	Joseph Martinez	Records Officer	US Citizenship and Immigration Services - Policy and Implementation Branch
05/25/2017	Certify	Joseph Martinez	Records Officer	US Citizenship and Immigration Services - Policy and Implementation Branch
07/20/2017	Submit for Concurrence	Ashby Crowder	Archives Specialist	National Archives and Records Administration - ACRA
07/24/2017	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
07/24/2017	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
07/25/2017	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist