

## Request for Records Disposition Authority

Records Schedule Number DAA-0566-2017-0017  
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 Computer Linked Application Information Management System - CLAIMS 4 (C-4)  
Internal agency concurrences will be provided No

Background Information **COMPUTER LINKED APPLICATION INFORMATION MANAGEMENT SYSTEM  
CLAIMS 4 (C-4) Schedule supersedes N1-563-04-04**

The Computer Linked Application Information Management System, CLAIMS 4 (C-4), is an electronic case management system that is used in USCIS Field Offices to process and adjudicate applications associated with naturalization and/or citizenship benefits.

C-4 interfaces with a number of USCIS electronic systems, enabling Field Offices to:

- Determine the status of pending applications for naturalization and/or citizenship
- Adjudicate applications for naturalization and/or citizenship benefits
- Print naturalization and/or citizenship certificates
- Print notices to be sent to applicants and their attorneys or accredited representatives relating to an application

System Documentation includes data administration records, such as maintenance of data standards, corporate data models, registries, and data definitions and dictionaries. These records relate to administrative support for the maintenance of data standards, data definitions and data dictionaries, and may be destroyed five years after the system is superseded, obsolete, or no longer needed for agency business, unless longer retention is required, per GRS 3.1, Item 050 and 051.

Vital Record: Yes

**INPUTS:** Information in the system consists of personal, identifying, and biographical information on applicants that may be extracted from the following forms (This is a non-exhaustive list):

- N-336, Request for a Hearing on a Decision in Naturalization Proceedings (Under Section 336 of the Immigration and Nationality Act)
- N-400, Application for Naturalization
- N-426, Request for Certification of Military or Naval Service
- N-600, Application for Certificate of Citizenship
- N-600K, Application for Citizenship and Issuance of Certificate Under Section 322

The forms listed above are retained in accordance with their respective retention schedules.

**OUTPUTS :** May include, but are not limited to:

- Naturalization and/or Citizenship certificates
- Receipt Notices
- Fingerprint collection notices
- Interview and Oath Scheduling Notices
- Payment Problem Notices
- Oath Preparation Notices
- Declaration Notices
- Canned Reports requested by the courts

**TEMPORARY:** The canned reports, which are lists of candidates scheduled to appear for naturalization hearings before a judge, are sent to the courts, if generated, and the other originals, if generated, are sent to the applicant. Destroy when no longer of reference value, as long as the reports don't fall under any exclusions as outlined in GRS 5.2, Item 20.

**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-0566-2017-0017

Sequence Number	
1	CLAIMS 4 Masterfile Data
	Disposition Authority Number: DAA-0566-2017-0017-0001

## Records Schedule Items

Sequence Number	
1	<p><b>CLAIMS 4 Masterfile Data</b></p> <p>Disposition Authority Number      <b>DAA-0566-2017-0017-0001</b></p> <p><b>MASTER FILE</b> The file may contain, but is not limited to the following information:            • Full name and aliases • Date and place of birth • Address history and current contact information • A-Number, Social Security Number, and USCIS online account number • Information of biological and adoptive family members • Family members • Marital status and marital history • Military service records • N-400 denial information • Application and/or request submission and receipt history • Application status and final decision • Immigration and Travel history • Interpreter and Preparer information • Representative, Attorney or Accredited Representative information</p> <p>Final Disposition                      <b>Temporary</b></p> <p>Item Status                              <b>Active</b></p> <p>Is this item media neutral?          <b>No</b></p> <p>Explanation of limitation            <b>All files are electronic.</b></p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?      <b>Yes</b></p> <p>Do any of the records covered by this item exist as structured electronic data?                      <b>Yes</b></p> <p>GRS or Superseded Authority Citation      <b>N1-563-04-004 / 3</b></p> <p><b>Disposition Instruction</b></p> <p>Retention Period                      <b>Destroy 50 year(s) after the application for naturalization or citizenship has been adjudicated.</b></p> <p><b>Additional Information</b></p> <p>GAO Approval                          <b>Not Required</b></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
03/30/2017	Certify	Joseph Martinez	Records Officer	US Citizenship and Immigration Services - Policy and Implementation Branch
08/07/2017	Submit for Concurrency	Ashby Crowder	Archives Specialist	National Archives and Records Administration - ACRA
08/07/2017	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
08/07/2017	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
08/08/2017	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist