

## Request for Records Disposition Authority

Records Schedule Number	DAA-0566-2017-0021
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-407 Record of Abandonment of Lawful Permanent Resident (LPR) Status
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. Pursuant to the Immigration and Nationality Act (INA), USCIS processes applications, petitions, and requests 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.

USCIS provides Form I-407, Record of Abandonment of Lawful Permanent Resident (LPR) Status, to provide a simple procedure to record an alien's voluntary abandonment of status as a LPR of the United States. Use of Form I-407 also ensures that an alien abandoning his or her LPR status is informed of the right to a hearing before an immigration judge and that the alien has knowingly, willingly, and affirmatively waived that right.

Form I-407 may collect the following information including, but not limited to:

- Full Name
- A-Number and USCIS Online Account Number
- Date and Place of birth
- Mailing Address Abroad
- Reason(s) for abandoning Lawful permanent resident status
- Documents surrendered
- Parental consent and custodial information for minors

This schedule applies to Forms I-407 regardless of original submission method and includes Forms I-407 that are adjudicated using USCIS electronic systems. This schedule covers Form I-407,

and may cover future forms, including those with modified form names or numbers that serve a similar purpose.

Note: All documentation submitted in support of an abandonment of LPR status, is subject to GRS 5.3, Item 020. Submitted documentation may include, but is not limited to:

- Applications, Petitions, or Requests
- Supporting Documentation
- Unrequested Documentation

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 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
4	1	3	0

GAO Approval

Outline of Records Schedule Items for DAA-0566-2017-0021

Sequence Number	
1	Accepted Form I-407 Record of Abandonment of LPR Status Disposition Authority Number: DAA-0566-2017-0021-0001
2	Not Accepted Form I-407 Record of Abandonment of LPR Status Disposition Authority Number: DAA-0566-2017-0021-0002
3	Form I-407 Record of Abandonment of LPR Status When REJECTED for NON-SUFFICIENT FUNDS (NSF) Disposition Authority Number: DAA-0566-2017-0021-0003
4	Record of Abandonment of LPR Status When REJECTED by the Lockbox Disposition Authority Number: DAA-0566-2017-0021-0004

## Records Schedule Items

Sequence Number	
1	<p data-bbox="363 417 1187 449"><b>Accepted Form I-407 Record of Abandonment of LPR Status</b></p> <p data-bbox="363 470 1138 502">Disposition Authority Number      DAA-0566-2017-0021-0001</p> <p data-bbox="363 534 919 566">Final Disposition                      Permanent</p> <p data-bbox="363 587 850 619">Item Status                              Active</p> <p data-bbox="363 640 821 672">Is this item media neutral?          Yes</p> <p data-bbox="363 693 821 810">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 data-bbox="363 832 821 917">Do any of the records covered by this item exist as structured electronic data?                      Yes</p> <p data-bbox="363 959 667 991"><b>Disposition Instruction</b></p> <p data-bbox="363 1012 1448 1087">Transfer to the National Archives for Accessioning      Transfer to the National Archives 100 year(s) after the individual's Year of Birth (YOB).</p> <p data-bbox="363 1129 667 1161"><b>Additional Information</b></p> <p data-bbox="363 1183 1430 1289">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 data-bbox="363 1310 959 1395">How frequently will your agency transfer these records to the National Archives?      Every 5 Years</p>
2	<p data-bbox="363 1491 1252 1523"><b>Not Accepted Form I-407 Record of Abandonment of LPR Status</b></p> <p data-bbox="363 1544 1146 1576">Disposition Authority Number      DAA-0566-2017-0021-0002</p> <p data-bbox="363 1608 919 1640">Final Disposition                      Temporary</p> <p data-bbox="363 1661 850 1693">Item Status                              Active</p> <p data-bbox="363 1715 821 1747">Is this item media neutral?          Yes</p> <p data-bbox="363 1768 821 1898">Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?      Yes</p>

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Do any of the records covered by this item exist as structured electronic data? **Yes**

**Disposition Instruction**

Retention Period **Destroy 100 year(s) from individual's Year Of Birth (YOB).**

**Additional Information**

GAO Approval **Not Required**

**Form I-407 Record of Abandonment of LPR Status When REJECTED for NON-SUFFICIENT FUNDS (NSF)**

Disposition Authority Number **DAA-0566-2017-0021-0003**

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/Delete data 2 years from date of NSF notice.**

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**Record of Abandonment of LPR Status When REJECTED by the Lockbox**

Disposition Authority Number **DAA-0566-2017-0021-0004**

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

Retention Period

Destroy/Delete data 6 years from date of 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
03/02/2017	Certify	Joseph Martinez	Records Officer	US Citizenship and Immigration Services - Policy and Implementation Branch
12/27/2017	Return for Revision	Ashby Crowder	Archives Specialist	National Archives and Records Administration - ACRA
12/27/2017	Submit For Certification	Joseph Martinez	Records Officer	US Citizenship and Immigration Services - Policy and Implementation Branch
12/27/2017	Certify	Joseph Martinez	Records Officer	US Citizenship and Immigration Services - Policy and Implementation Branch
05/24/2018	Submit for Concurrence	Ashby Crowder	Archives Specialist	National Archives and Records Administration - ACRA
07/03/2018	Concur	Rachel BanTonkin	Supervisory Archives Specialist	National Archives and Records Administration - ACR1
07/03/2018	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
07/14/2018	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist