

## Request for Records Disposition Authority

Records Schedule Number      DAA-0566-2017-0024  
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                Adoption Case Management System (ACMS)  
Internal agency concurrences will be provided      No

### Background Information

USCIS developed the Adoption Case Management System (ACMS), a web-based system, supporting the data entry, validation, verification and adjudication of both Hague and non-Hague adoptions. ACMS is a subsystem within the National Processing Workflow Repository (NPWR), a system which interfaces with a number of other electronic systems to facilitate adjudication of various form types, including but not limited to:

- National Appointment Scheduling System (NASS)
- Customer Profile Management System (CPMS)
- FBI Fingerprint Check
- TECS Name Check

USCIS uses the information contained in ACMS and provided by the petitioner, to determine the eligibility and suitability of the prospective adoptive parents and to determine the eligibility of the child to immigrate to the United States as an immediate relative. USCIS further uses ACMS to:

- Assign cases to an adjudicator
- Adjudicate cases
- Streamline the adjudication of applications and petitions and analyze workload trends for proper resource allocation
- Interface with NPWR to produce and store correspondence
- Interface with the Standard Management Analysis & Reporting Tool (SMART) to generate a number of statistical reports for workload analysis for properly allocating resources.

Information contained in ACMS is collected directly from Forms:

- I-600 Petition to Classify Orphan as an Immediate Relative
- I-600A Application for Advance Processing of Orphan Petition

- I-600/I-600A Supplement 1, Listing of Adult Member of the Household
- I-800 Petition to Classify Convention Adoptee as an Immediate Relative
- Supplement 1, Consent to Disclose Information
- I-800A Application for Determination of Suitability to Adopt a Child from a Convention Country
- I-800A Supplement 1, Listing of Adult Member of the Household
- I-800 A Supplement 2, Consent to Disclose Information
- I-800 A Supplement 3, Request for Action on Approved Form I-800A

USCIS may add additional adoption-related forms to this system at any time.

This schedule may cover future systems, including those with modified form names that serve a similar purpose.

Information collected and maintained about prospective adoptive parents, adopted child, and any family members living in the home, may include, but is not limited to:

- Full names and aliases
- Gender
- Physical and mailing address
- Email address
- Telephone number
- Date and place of birth
- Citizenship status
- Naturalization history
- Marital Status and history
- USCIS receipt file or online electronic case number
- Social Security number
- A-Number
- Full adoption filing history
- Place of habitual residence
- Legal custodian of adoptive child
- Parental history and custody information
- Date and place of adoption
- Case number and decision

Information about the adoption service providers and home study preparers may include, but is not limited to:

- Full name
- Organization name
- Mailing address
- Phone and fax numbers
- Email address

- **Accreditation or approval status**

Information about case Preparers and Representatives may include, but is not limited to:

- Full name
- Organization or business name
- Physical and mailing addresses
- Email address
- Phone and fax numbers
- Board of Immigration Appeals (BIA) Representative, Accreditation expiration date and signature

Information from the benefit-specific eligibility information may be recorded in ACMS. The paper application and supporting evidence is stored in the A-File or receipt file (when paper is applicable).

This schedule applies to applications, petitions, and requests regardless of original submission method (including applications, petitions, and requests that are adjudicated via USCIS electronic Systems). This schedule does not apply to applications, petitions, requests, supporting documentation, or other paper forms interfiled in Alien Files (A-Files) prior to the approval of this schedule.

**Note:** All documentation submitted in support of an adoption case and the supporting evidence/documentation, is subject to destruction after being scanned into USCIS electronic systems, in accordance with USCIS policy. Submitted documentation may include, but is not limited to:

- Applications, petitions, or requests
- Supporting documentation
- Unrequested documentation

**Exception:**

Records that are linked to national security, law enforcement, fraud, administrative investigations or actions, etc. shall be retained for an additional period of 5 years, which may be extended in 5 year increments.

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.
- This schedule also complies with GRS 4.3, Item 11 (for previously scheduled records).

**INPUTS:**

Inputs are scheduled under GRS 4.3, Items 10 and 20. However, this disposition applies only to input documents that are not considered Receipt File or A-File content (for example, reviewed TECS requests, FP check, etc.)

**OUTPUTS:**

Outputs are scheduled under GRS 4.3, item 30: ACMS reports can be generated when needed based on receipt number, A-Number, or other query-able data set.

**SYSTEM DOCUMENTATION:**

System documentation is scheduled under GRS 3.1, item 50

**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-0566-2017-0024

Sequence Number	
1	ACMS Masterfile Data Disposition Authority Number: DAA-0566-2017-0024-0001

## Records Schedule Items

Sequence Number	
1	<p data-bbox="367 412 672 444"><b>ACMS Masterfile Data</b></p> <p data-bbox="367 466 1143 495">Disposition Authority Number      <b>DAA-0566-2017-0024-0001</b></p> <p data-bbox="367 519 1495 736"><b>Masterfile data may include, but is not limited to: Types of data elements stored in the Masterfile include, but are not limited to: • Alien Number • Full Name and Aliases • Date of Birth (DOB) • Gender • Port and Date of Entry and Class of Admission • Country of Birth • Country of Citizenship • Parents' Full Names • Social Security Number • I-94 Admission Number • Passport Number • Driver's License Number • Naturalization Information • Employment Document (EAD) data</b></p> <p data-bbox="367 757 919 789">Final Disposition                      <b>Temporary</b></p> <p data-bbox="367 810 854 842">Item Status                                <b>Active</b></p> <p data-bbox="367 863 810 895">Is this item media neutral?           <b>No</b></p> <p data-bbox="367 917 1386 949">Explanation of limitation              <b>This is an electronic case processing system.</b></p> <p data-bbox="367 970 826 1087">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 data-bbox="367 1108 826 1193">Do any of the records covered by this item exist as structured electronic data?                          <b>Yes</b></p> <p data-bbox="367 1236 672 1268"><b>Disposition Instruction</b></p> <p data-bbox="367 1289 1495 1364">Retention Period                          <b>Destroy 50 year(s) after the date the adoption case in entered into ACMS (NBC Receipt date).</b></p> <p data-bbox="367 1395 672 1427"><b>Additional Information</b></p> <p data-bbox="367 1459 956 1491">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
05/04/2017	Certify	Joseph Martinez	Records Officer	US Citizenship and Immigration Services - Policy and Implementation Branch
08/23/2017	Submit for Concurrency	Ashby Crowder	Archives Specialist	National Archives and Records Administration - ACRA
08/23/2017	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
08/23/2017	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
08/24/2017	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist