

## Request for Records Disposition Authority

Records Schedule Number      DAA-0566-2017-0028  
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                Refugee Access Verification Unit (RAVU)  
Internal agency concurrences will be provided      No

Background Information        U.S. Citizenship and Immigration and Services (USCIS) Refugee Affairs Division (RAD) Refugee Access Verification Unit (RAVU) conducts an initial review to verify the claimed family relationship on all Affidavits of Relationship (AOR) filed by an anchor relative in the United States for qualified family members overseas who are seeking access to the U.S. Refugee Admissions Program (USRAP) under Priority 3 and under the Central American Minor Program (CAM).

The RAVU system is located in the Refugee Affairs Division. RAVU contains information on:

- Anchor relatives in the United States who have filed an AOR on behalf of a refugee applicant overseas;
- Overseas Qualifying Family Members of the anchor relative who are seeking access to the USRAP under Priority 3 or CAM and are listed in Section II of the AOR; and
- Derivatives and Type C add-on relatives of the Qualifying Family Member who are listed in Section II of the AOR.

Department of State (DOS) contractors at the Refugee Processing Center (RPC) send a spreadsheet containing basic biographical information regarding the anchor relative and overseas family members on the AOR to USCIS.

USCIS offices scan (or upload) requested documentation from the anchor relative's immigration record and uploads it to RAVU. RAVU officers compare information on the original AOR, the case file documents, and available DHS, DOS, and law enforcement systems to verify whether individuals on the AOR are qualified for access to the USRAP under Priority 3 or CAM. Review findings are recorded in the RAVU database.

- The original RAVU Checklist will be included in the refugee case file overseas, which later becomes the applicant's immigration record (maybe electronic/physical/hybrid), if the case is forwarded to interview. Records will be retained in accordance with the applicant's immigration record.
- Copies of the RAVU Checklist, AOR, and RAVU decision letter may be interfiled (or electronically connected) and maintained in the anchor relative's permanent immigration record (may be physical/electronic/hybrid). Retained in accordance with the immigration record.

**Specific Restrictions:** The number of refugees that will be admitted annually.

**Specific Legal Requirements:** 8 USC §§ 1101, 1157, 1185, and 1522(b)

The Code of Federal Regulations, 8 CFR 208.6, covers confidentiality of asylum applicants who are the United States. In practice, the confidentiality provisions for asylum seekers and asylees has been extended to refugee applicants and refugees. The records are restricted for public use unless a congressional inquiry comes from a member of Congress

Inputs ("Intermediary Records") will be maintained in accordance with GRS 5.2, Item 20 and may include, but are not limited to:

- AOR
- Spreadsheet with biographic information from RPC
- USCIS scanned documents from the immigration record (may include electronically added documents)

Outputs will be maintained in accordance with GRS 5.2, Item 20, and may include, but are not limited to:

- Printed RAVU Checklist mailed overseas to the Resettlement Support Center (RSC);
- RAVU decision letters sent electronically to the anchor relative through the RPC and domestic resettlement agency;
- Spreadsheet with RAVU result (forward or rejected) for each overseas relative sent to RPC.

System Documentation will be maintained in accordance with GRS 3.1, Item 51, and includes

- Standard Operating Procedure for reviewing RAVU cases

**NOTE:**

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 5.2, Item 20 (for previously scheduled records).

**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-0566-2017-0028

Sequence Number
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1
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RAVU Masterfile Data
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Disposition Authority Number: DAA-0566-2017-0028-0001
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## Records Schedule Items

Sequence Number	
1	<p><b>RAVU Masterfile Data</b></p> <p>Disposition Authority Number      DAA-0566-2017-0028-0001</p> <p>Masterfile data may include, but is not limited to • Name and address of anchor relative and overseas relatives; • A-number of anchor and overseas relatives; • Date of birth of anchor and overseas relatives; • Place of birth of anchor and overseas relatives; • Marital status of anchor and overseas relatives; • Gender of the anchor and overseas relatives; • Immigration status of anchor; • Date of entry as refugee or date asylum was granted for anchor; • Resettlement agency information; • Case number; • Relationship to anchor and qualifying family member; • Laboratory test name; • Nationality of the anchor and overseas relatives; • Names of the employees who processed and reviewed the information; • Date processed; • Result of the interview; • RAVU review findings; • Type of fraud (if applicable) • FDNS-DS case number (if applicable) • Date A-files were requested and received</p> <p>Final Disposition                      Temporary</p> <p>Item Status                              Active</p> <p>Is this item media neutral?          No</p> <p>Explanation of limitation            This is an electronic system</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?                          No</p> <p>GRS or Superseded Authority Citation      N1-563-04-005 / 2</p> <p><b>Disposition Instruction</b></p> <p>Retention Period                        Delete / Destroy 15 years from date of creation.</p> <p><b>Additional Information</b></p> <p>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
01/31/2018	Certify	Joseph Martinez	Records Officer	US Citizenship and Immigration Services - Policy and Implementation Branch
02/26/2018	Return for Revision	Ashby Crowder	Archives Specialist	National Archives and Records Administration - ACRA
05/25/2018	Submit For Certification	Joseph Martinez	Records Officer	US Citizenship and Immigration Services - Policy and Implementation Branch
05/25/2018	Certify	Joseph Martinez	Records Officer	US Citizenship and Immigration Services - Policy and Implementation Branch
09/10/2018	Submit for Concurrence	Ashby Crowder	Archives Specialist	National Archives and Records Administration - ACRA
09/12/2018	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
09/12/2018	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
09/13/2018	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist