

## Request for Records Disposition Authority

Records Schedule Number      DAA-0566-2017-0029  
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                Validation Instrument for Business Enterprises (VIBE)  
Internal agency concurrences will be provided      No

Background Information      The United States Citizenship and Immigration Services (USCIS) is the component of the Department of Homeland Security (DHS) that oversees lawful immigration to the United States, while simultaneously supporting the goals of strengthening national security and the integrity of the legal immigration system. USCIS developed the Validation Instrument for Business Enterprises (VIBE) system as a tool to assist with the adjudication of certain benefit requests that are associated with the potential of fraud.

**USCIS uses VIBE to:**

- Validate the business operations and financial viability of organizations seeking to employ foreign workers
- Identify benefit fraud based on the Fraud Detection and National Security Directorate (FDNS) findings and the referrals of other government agencies.

VIBE checks the petitioning entity against a known fraud list, based on a compilation of confirmed fraud, criminal activity, public safety, or national security concerns that are associated with an entity, immigration practitioner, or address. If information on a benefit request matches an entry on a known fraud list, VIBE alerts the officer by indicating that the petition should be referred to CFDO for further investigation.

**INPUTS:** Inputs include, but are not limited to:

- Information provided by the petitioner on the benefit request.
- Known fraud lists generated by USCIS and received from other agencies

Inputs are scheduled under GRS 4.3, Item 20.

**OUTPUTS:** VIBE Status Report (VSR) and VIBE Scoring Result and other reports for potential employers/companies or individuals that may be likely to participate in fraudulent filings. Outputs are scheduled under GRS 4.3, Items 30 and 31.

**SYSTEM DOCUMENTATION:** User guides, operation manuals, and development specifications, are covered under 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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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-0566-2017-0029

Sequence Number
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1
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VIBE Masterfile
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Disposition Authority Number: DAA-0566-2017-0029-0001
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## Records Schedule Items

Sequence Number	
1	<p data-bbox="365 414 576 446"><b>VIBE Masterfile</b></p> <p data-bbox="365 463 1144 495">Disposition Authority Number      <b>DAA-0566-2017-0029-0001</b></p> <p data-bbox="365 517 1485 921">The VIBE Maststerfile database retains the following types of information (this is not an exhaustive list): • Company unique ID Number • Global subsidiary (e.g., parent organizations, subsidiary organizations, and affiliate organizations) • Relationships with other businesses • Legal Status of business (e.g., LLC, LLP, Partnership, Sole-Proprietorship, non-profit) • Type of business and years in business • Office type (e.g., Branch Office, Subsidiary, Headquarters) • Number of employees world-wide and at a specific location • Number of related entities • Tax exempt indicator • Annual gross sales volume and payment history • Company executive names and titles • Business activity and financial risk indicator • Receipt number and CLAIMS 3 case information • FDNS case number • Attorney/ Representative number form G-28</p> <p data-bbox="365 942 917 974">Final Disposition                      <b>Temporary</b></p> <p data-bbox="365 995 852 1027">Item Status                                <b>Active</b></p> <p data-bbox="365 1049 820 1081">Is this item media neutral?            <b>Yes</b></p> <p data-bbox="365 1102 820 1219">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="365 1240 820 1325">Do any of the records covered by this item exist as structured electronic data?                          <b>Yes</b></p> <p data-bbox="365 1368 673 1400"><b>Disposition Instruction</b></p> <p data-bbox="365 1421 1469 1570">Retention Period                         <b>Destroy 50 year(s) after an entity, practitioner, or address from a known fraud list is placed into VIBE, or when no longer needed for business reasons, whichever is longer.</b></p> <p data-bbox="365 1602 673 1634"><b>Additional Information</b></p> <p data-bbox="365 1655 950 1687">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
05/02/2017	Return to Submitter	Joseph Martinez	Records Officer	US Citizenship and Immigration Services - Policy and Implementation Branch
04/02/2019	Certify	Andrew Smith	Management and Program Analyst	USCIS - USCIS
08/01/2019	Submit for Concurrence	Ashby Crowder	Archives Specialist	National Archives and Records Administration - ACRA
08/07/2019	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
08/13/2019	Concur	Laurence Brewer	Chief Records Officer	National Records and Archives Administration - National Records and Archives Administration
08/15/2019	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist