

Request for Records Disposition Authority

Records Schedule Number **DAA-0566-2017-0031**
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 **CORRESPONDENCE HANDLING AND MANAGEMENT PLANNING SYSTEM (CHAMPS).**

Internal agency concurrences will be provided **No**

Background Information **The Correspondence Handling and Management Planning System (CHAMPS) facilitates USCIS Service Center workflow management, production evaluation, and time and attendance functions.**

CHAMPS has two main components: case review and management of immigrant petitions and applications for benefits, and employees' time and attendance/productivity.

For case review and management, the CHAMPS system utilizes data obtained via eCISCOR from source systems such as the Computer-Linked Application Information Management System (CLAIMS 3), National File Tracking System (NFTS), and RAILS. Data is also obtained from the USCIS mainframe FBI Tracking Menu for FBI fingerprint checks and FBI name checks and from the U.S. State Department monthly Visa Bulletin.

CHAMPS identifies cases that cannot be processed due to deficiencies that must be corrected.

CHAMPS is also used to track employee time and attendance and productivity information. The system links adjudicator production data extracted from CLAIMS 3 - (number of approvals, denials, requests for evidence, intent to deny forms, case "transfer in" requests, and case "transfer out" requests) - to the time and attendance information. Productivity data for forms not handled by CLAIMS 3 are entered into CHAMPS by the adjudicator.

Employee Time and Attendance and Productivity Table: Employees enter their own time and attendance data (and productivity data for forms not handled by USCIS Electronic Adjudication Systems).

NOTE: Employee pay is not generated from this system; the time and attendance data is used for monthly performance reports. The Employee Time and Attendance and Productivity Table is retained per GRS 5.1, Item 010

INPUTS:

Most data used by CHAMPS is extracted via eCISCOR from the following systems (not-exhaustive): CLAIMS 3, FD258, and NFTS (RAILS). Employees may also manually enter time and attendance (and productivity for forms not adjudicated by CLAIMS 3.

Visa Bulletin dates are manually entered into CHAMPS based public visa bulletin.

Temporary Database Files: Using data extracted from scheduled source systems, these temporary databases are rebuilt on a recurring basis. Extracted data is used to determine application discrepancies and missing data.

Temporary Database Files are extracted from the following: eCISCOR, CLAIMS 3, and NFTS (RAILS), and FD258.

Inputs are scheduled under GRS 5.2, Item 020.

OUTPUTS: Outputs include:

Employee Time/Attendance and Production Reports

Outputs are scheduled under GRS 5.2, Item 020.

System Documentation:

System documentation is scheduled under GRS 3.1, Item 051.

Specific Restrictions: Access to CHAMPS is protected from unauthorized users through appropriate administrative, physical, and technical safeguards. Those safeguards include using internal security controls for access (such as single sign on after PIV authentication to the network) and restricting access to those with a need to know to perform official duties and responsibilities.

Vital Record: No

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
2	0	2	0

GAO Approval

Outline of Records Schedule Items for DAA-0566-2017-0031

Sequence Number	
1	Super History Table Disposition Authority Number: DAA-0566-2017-0031-0001
2	Principle Derivative Table Disposition Authority Number: DAA-0566-2017-0031-0002

Records Schedule Items

Sequence Number	
1	<p>Super History Table</p> <p>Disposition Authority Number DAA-0566-2017-0031-0001</p> <p>Data is extracted via eCISCOR from CLAIMS 3 and includes applicant customer demographics, attorney information, and receipt number.</p> <p>Final Disposition Temporary</p> <p>Item Status Active</p> <p>Is this item media neutral? Yes</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? Yes</p> <p>GRS or Superseded Authority Citation N1-566-09-05 / 1/c/1</p> <p>Disposition Instruction</p> <p>Retention Period Destroy 25 year(s) after entry into the database.</p> <p>Additional Information</p> <p>GAO Approval Not Required</p>
2	<p>Principle Derivative Table</p> <p>Disposition Authority Number DAA-0566-2017-0031-0002</p> <p>This table provides for the identification of applicant family records sets so they may be processed at the same time. Data elements include customer demographics and linkage to dependents' applications/petitions. This table is initially built with data extracted USCIS Electronic Systems; however any missing linkage data is updated from case files.</p> <p>Final Disposition Temporary</p> <p>Item Status Active</p> <p>Is this item media neutral? Yes</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>

Do any of the records covered by this item exist as structured electronic data?	Yes
GRS or Superseded Authority Citation	N1-566-09-05 / 1/c/3
Disposition Instruction	
Retention Period	Destroy 25 year(s) after entry into the database.
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
12/19/2017	Certify	Joseph Martinez	Records Officer	US Citizenship and Immigration Services - Policy and Implementation Branch
12/26/2017	Return for Revision	Ashby Crowder	Archives Specialist	National Archives and Records Administration - ACRA
01/11/2018	Submit For Certification	Joseph Martinez	Records Officer	US Citizenship and Immigration Services - Policy and Implementation Branch
01/11/2018	Certify	Joseph Martinez	Records Officer	US Citizenship and Immigration Services - Policy and Implementation Branch
02/21/2018	Submit for Concurrence	Ashby Crowder	Archives Specialist	National Archives and Records Administration - ACRA
02/23/2018	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
02/23/2018	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
02/26/2018	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist