

Request for Records Disposition Authority

Records Schedule Number DAA-0566-2017-0032

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 Classified Responses to Background Check Requests

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. USCIS processes applications, petitions, and requests pursuant to the Immigration and Nationality Act (INA) 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 to reflect their status as a derivative or a naturalized United States citizen.

USCIS is required to screen all requests for immigrant and nonimmigrant benefits (hereafter referred to as “immigration requests”) to ensure that individuals are not attempting to obtain a given immigration request by fraudulent means, have not committed a crime involving moral turpitude, and/or do not pose a threat to public safety or to national security.

USCIS sends the FBI background check requests about applicants for immigration benefits. Classified responses to background check requests are maintained in CIDR. Hosted on the DHS classified network, the Citizenship and Immigration Data Repository (CIDR) replicates data from USCIS' major IT systems used for adjudicating and granting immigration benefits, requests, or services, and combines them into a single, searchable, encrypted system. This system is used for:

- Vetting USCIS immigration request information for indications of immigration fraud or concerns related to public safety or national security,
- Detecting possible fraud and misuse of immigration information or position by USCIS employees, for personal gain or by coercion,
- Responding to Requests for Information from the DHS Office of Intelligence and Analysis (I&A) and/or the Federal intelligence and

law enforcement community members that are based on classified criteria.

CIDR enables authorized USCIS personnel to securely and efficiently search multiple USCIS systems from a single entry point, analyze the information against other classified information, and provide responses to requests for information that are received from other Government intelligence and law enforcement agencies when the purpose, source, or content of the request is classified. Retention of CIDR records other than classified responses to background check requests is governed by General Records Schedule items for audit logs, ad hoc reports, and queries.

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
1	1	0	0

GAO Approval

Outline of Records Schedule Items for DAA-0566-2017-0032

Sequence Number

1

FBI Letter Head Memoranda and other third-party classified documents Disposition Authority Number: DAA-0566-2017-0032-0001

Records Schedule Items

Sequence Number	
1	<p data-bbox="345 380 1349 411">FBI Letter Head Memoranda and other third-party classified documents</p> <p data-bbox="345 432 1149 464">Disposition Authority Number DAA-0566-2017-0032-0001</p> <p data-bbox="345 485 1479 747">FBI Letter Head Memoranda (LHM) are documents containing potentially derogatory information about the subject of the LHM. This information can relate to such things as potential national security concerns, egregious public safety concerns, fraud concerns, or concerns related to criminal behavior. Sometimes there are transcripts of FBI interviews included in the LHM. Adjudicators may reference this information in making a determination of whether to grant immigration benefits to an individual.</p> <p data-bbox="345 768 919 800">Final Disposition Permanent</p> <p data-bbox="345 821 846 852">Item Status Active</p> <p data-bbox="345 873 813 905">Is this item media neutral? Yes</p> <p data-bbox="345 926 813 957">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="345 1073 805 1104">Do any of the records covered by this item exist as structured electronic data? No</p> <p data-bbox="345 1199 659 1230">Disposition Instruction</p> <p data-bbox="345 1262 1471 1335">Transfer to the National Archives for Accessioning Transfer to the National Archives 100 year(s) after subject's year of birth.</p> <p data-bbox="345 1367 651 1398">Additional Information</p> <p data-bbox="345 1430 1040 1524">What will be the date span of the initial transfer of records to the National Archives? From 1900 To 1920</p> <p data-bbox="345 1545 959 1640">How frequently will your agency transfer these records to the National Archives? Every 5 Years</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
07/23/2019	Certify	Andrew Smith	Management and Program Analyst	USCIS - USCIS
08/16/2019	Return for Revision	Ashby Crowder	Archives Specialist	National Archives and Records Administration - ACRA
04/08/2020	Submit For Certification	Raymond Marbury	Senior Program Analyst	IIMD - IIMD
04/08/2020	Certify	Raymond Marbury	Senior Program Analyst	IIMD - IIMD
08/10/2020	Return for Revision	Ashby Crowder	Archives Specialist	National Archives and Records Administration - ACRA
01/27/2021	Submit For Certification	Andrew Smith	Management and Program Analyst	USCIS - USCIS
01/27/2021	Certify	Andrew Smith	Management and Program Analyst	USCIS - USCIS
04/29/2021	Submit for Concurrence	Rania Mahmoud	Appraisal Archivist	National Archives and Records Administration - Records Management Services
05/07/2021	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
05/15/2021	Concur	Laurence Brewer	Chief Records Officer	National Records and Archives Administration - National Records and Archives Administration
05/17/2021	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist