

## Request for Records Disposition Authority

Records Schedule Number: **DAA-0566-2017-0034**  
 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: **Information Request Tracking Systems**  
 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 their status as derivative or naturalized United States citizens.

USCIS provides information to USCIS, CBP, and ICE employees as well as foreign partners, from the following records (when applicable):

- A-File (physical, electronic, and hybrid)
- Receipt Files (physical, electronic, and hybrid)
- USCIS ELIS (any future Electronic Adjudication Systems - including those with modified form/system names serving similar functions (unless explicitly excluded by future retention schedules))

This retention schedule covers the

- International Case Tracking System (ICTS)
- Electronic Workload Reporting and Tracking System (EWRTS)

This schedule may cover future systems, including those with modified form/system names that serve the similar functions (unless explicitly excluded by future retention schedules).

### Item Count

| Number of Total Disposition Items | Number of Permanent Disposition Items | Number of Temporary Disposition Items | Number of Withdrawn Disposition Items |
|-----------------------------------|---------------------------------------|---------------------------------------|---------------------------------------|
| <b>1</b>                          | <b>0</b>                              | <b>1</b>                              | <b>0</b>                              |

### GAO Approval



## Outline of Records Schedule Items for DAA-0566-2017-0034

| Sequence Number |
|-----------------|
|-----------------|

|   |
|---|
| 1 |
|---|

|  |
|--|
| Information Request Tracking System Master File<br>Disposition Authority Number: DAA-0566-2017-0034-0001 |
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## Records Schedule Items

| Sequence Number |   |
|-----------------|---|
| 1               | <p data-bbox="350 427 1029 459"><b>Information Request Tracking System Master File</b></p> <p data-bbox="350 480 1130 512">Disposition Authority Number      DAA-0566-2017-0034-0001</p> <p data-bbox="350 534 1474 863">USCIS has developed information systems to record and track the processing and response of A-File (physical, electronic, and hybrid) information requests provided for USCIS, CBP, and ICE employees, and foreign partners. May include but is not limited to: • Tracking information • Date/Time of requests • Name of requestor • Requestor contact information • Program (Three letter code for the Component (USCIS, CBP, or ICE)) • USCIS User ID • Memo Field: Brief description of the information or documentation needed from the A-File and any special instructions regarding processing • A-Number (IOE or Receipt File as appropriate) • File Location</p> <p data-bbox="350 885 906 917">Final Disposition                      Temporary</p> <p data-bbox="350 938 841 970">Item Status                              Active</p> <p data-bbox="350 991 813 1023">Is this item media neutral?            Yes</p> <p data-bbox="350 1044 813 1161">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="350 1183 813 1278">Do any of the records covered by this item exist as structured electronic data?                          Yes</p> <p data-bbox="350 1310 659 1342"><b>Disposition Instruction</b></p> <p data-bbox="350 1364 1414 1438">Retention Period                      Delete/Destroy 10 years from date of information request.</p> <p data-bbox="350 1481 659 1513"><b>Additional Information</b></p> <p data-bbox="350 1534 943 1566">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   |
|------------|--------------------------|-----------------|---------------------|--|
| 11/14/2017 | Certify                  | Joseph Martinez | Records Officer     | US Citizenship and Immigration Services - Policy and Implementation Branch |
| 11/15/2017 | Return for Revision      | Ashby Crowder   | Archives Specialist | National Archives and Records Administration - ACRA                        |
| 11/17/2017 | Submit For Certification | Joseph Martinez | Records Officer     | US Citizenship and Immigration Services - Policy and Implementation Branch |
| 11/17/2017 | Certify                  | Joseph Martinez | Records Officer     | US Citizenship and Immigration Services - Policy and Implementation Branch |
| 11/28/2017 | Return for Revision      | Ashby Crowder   | Archives Specialist | National Archives and Records Administration - ACRA                        |
| 11/29/2017 | Submit For Certification | Joseph Martinez | Records Officer     | US Citizenship and Immigration Services - Policy and Implementation Branch |
| 11/29/2017 | Certify                  | Joseph Martinez | Records Officer     | US Citizenship and Immigration Services - Policy and Implementation Branch |
| 11/30/2017 | Return for Revision      | Ashby Crowder   | Archives Specialist | National Archives and Records Administration - ACRA                        |
| 11/30/2017 | Submit For Certification | Joseph Martinez | Records Officer     | US Citizenship and Immigration Services - Policy and Implementation Branch |

|            |                        |                  |   |  |
|------------|------------------------|------------------|---|--|
| 11/30/2017 | Certify                | Joseph Martinez  | Records Officer                         | US Citizenship and Immigration Services - Policy and Implementation Branch |
| 02/15/2018 | Submit for Concurrency | 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                          |