

## 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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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  
Disposition Authority Number: DAA-0566-2017-0034-0001

## Records Schedule Items

Sequence Number	
1	<p><b>Information Request Tracking System Master File</b></p> <p>Disposition Authority Number      <b>DAA-0566-2017-0034-0001</b></p> <p>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>Final Disposition                      <b>Temporary</b></p> <p>Item Status                                <b>Active</b></p> <p>Is this item media neutral?            <b>Yes</b></p> <p>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>Do any of the records covered by this item exist as structured electronic data?                            <b>Yes</b></p> <p><b>Disposition Instruction</b></p> <p>Retention Period                         <b>Delete/Destroy 10 years from date of information request.</b></p> <p><b>Additional Information</b></p> <p>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
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