

Request for Records Disposition Authority

Records Schedule Number DAA-0566-2017-0036
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 Certificate of Non-Existence
Internal agency concurrences will be provided No

Background Information

A Certificate of Non-Existence (CNE) is an official agency statement regarding the contents of USCIS records. It certifies that no record exists on a particular individual, decision or action based on the identifying information or criteria provided by the requester or encountered as a result of USCIS electronic and physical searches.

The authority to provide a Certificate of Non-Existence of USCIS records is outlined in 8 CFR 103.7(f).

USCIS records are not duplicated in CNEs.

CNEs may include the original request and any documentation prepared by USCIS.

CNEs may exist in physical or electronic formats.

Note: Records that are linked to national security, law enforcement, fraud, litigation holds, administrative investigations or actions, congressional inquiries or similar matters may be extended beyond the applicable retention period in five-year increments.

This schedule supports:

The USCIS initiative to move from paper to electronic records in compliance with the media neutral guidance found in 36 CFR § 1225.24 and the E-Government Act of 2002.

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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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-0566-2017-0036

Sequence Number

1

Certificate of Non-Existence of USCIS records Disposition Authority Number: DAA-0566-2017-0036-0001
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Records Schedule Items

Sequence Number	
1	<p data-bbox="373 414 1006 446">Certificate of Non-Existence of USCIS records</p> <p data-bbox="373 457 1153 500">Disposition Authority Number DAA-0566-2017-0036-0001</p> <p data-bbox="373 510 1485 702">A Certificate of Non-Existence (CNE) is an official agency record and applies to USCIS records. It certifies that no record exists on a particular individual, decision or action based on the identifying information or criteria provided by the requester or encountered as a result of USCIS electronic and physical searches. CNEs may include the original request and any documentation prepared by USCIS.</p> <p data-bbox="373 712 925 755">Final Disposition Temporary</p> <p data-bbox="373 766 860 808">Item Status Active</p> <p data-bbox="373 819 836 861">Is this item media neutral? Yes</p> <p data-bbox="373 872 836 1000">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="373 1010 836 1106">Do any of the records covered by this item exist as structured electronic data? Yes</p> <p data-bbox="373 1138 682 1181">Disposition Instruction</p> <p data-bbox="373 1191 1445 1276">Retention Period Delete/Destroy no sooner than 10 years from the date of record creation.</p> <p data-bbox="373 1308 682 1351">Additional Information</p> <p data-bbox="373 1361 966 1404">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
09/28/2017	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
01/24/2018	Submit For Certification	Joseph Martinez	Records Officer	US Citizenship and Immigration Services - Policy and Implementation Branch
01/24/2018	Certify	Joseph Martinez	Records Officer	US Citizenship and Immigration Services - Policy and Implementation Branch
01/25/2018	Return for Revision	Ashby Crowder	Archives Specialist	National Archives and Records Administration - ACRA
01/31/2018	Submit For Certification	Joseph Martinez	Records Officer	US Citizenship and Immigration Services - Policy and Implementation Branch
01/31/2018	Certify	Joseph Martinez	Records Officer	US Citizenship and Immigration Services - Policy and Implementation Branch
04/30/2018	Submit for Concurrence	Ashby Crowder	Archives Specialist	National Archives and Records Administration - ACRA
05/01/2018	Concur	Rachel BanTonkin	Supervisory Archives Specialist	National Archives and Records Administration - ACR1

05/07/2018	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
05/08/2018	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist