

Request for Records Disposition Authority

Records Schedule Number DAA-0566-2018-0001
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 Major Subdivision
Major Subdivision U.S. Citizenship and Immigration Services
Minor Subdivision Office of Citizenship
Schedule Subject Outstanding American by Choice (ABC) Initiative
Internal agency concurrences will be provided No

Background Information U.S. Citizenship and Immigration Services (USCIS) established the Outstanding American by Choice (ABC) initiative to recognize the significant contributions and achievements of naturalized U.S. citizens. Through civic participation, professional achievement, and responsible citizenship, recipients of this honor have demonstrated their commitment to the United States and the common civic values that unite all Americans. Periodically throughout the year, USCIS recognizes naturalized citizens who have made significant contributions to both their community and their adopted country.

Specific Restrictions: Personally identifiable information. All records are protected from unauthorized access through appropriate administrative, physical, and technical safeguards.

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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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-0566-2018-0001

Sequence Number	
1	Outstanding American by Choice (ABC) Initiative (EXTERNAL) Disposition Authority Number: DAA-0566-2018-0001-0001
2	Outstanding American By Choice (ABC) Initiative (INTERNAL) Disposition Authority Number: DAA-0566-2018-0001-0002

Records Schedule Items

Sequence Number	
1	<p>Outstanding American by Choice (ABC) Initiative (EXTERNAL)</p> <p>Disposition Authority Number DAA-0566-2018-0001-0001</p> <p>Nominations for the ABC recognition are identified by or submitted to the Office of Citizenship for consideration. The USCIS Director reviews the individual's significant contributions to his/her work, country, or community and selects an ABC recipient. Other factors include the physical location of the individual and their availability to be recognized as an Outstanding American by Choice. ABC candidates have the ability to decline the nomination. Often times an ABC recognition takes place at a special event such as a high-profile naturalization ceremony. During the recognition, the USCIS Director or other USCIS leadership at headquarters or a Field Office will present the recipient with a certificate of recognition. Following the event, the Office of Citizenship will post the recipient's key achievements and photo on the agency's website at USCIS.gov/americansbychoice. Recipient's Profile Information (public facing web profile), but is not limited to: • name; • country of origin; • significant achievements; • ABC event location; • date of ABC recognition; • immigration background; and • educational background. The above described files are separate and apart from the ABC recipient's past immigration 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> <p>Do any of the records covered by this item exist as structured electronic data? No</p> <p>Disposition Instruction</p> <p>Cutoff Instruction When initiative is terminated or when superseded/obsolete.</p> <p>Retention Period Destroy 50 year(s) after ABC initiative is terminated or is superseded/obsolete.</p> <p>Additional Information</p> <p>GAO Approval Not Required</p>

2

Outstanding American By Choice (ABC) Initiative (INTERNAL)

Disposition Authority Number DAA-0566-2018-0001-0002

Nominations for the ABC recognition are identified by or submitted to the Office of Citizenship for consideration. The USCIS Director reviews the individual's significant contributions to his/her work, country, or community and selects an ABC recipient. Other factors include the physical location of the individual and their availability to be recognized as an Outstanding American by Choice. ABC candidates have the ability to decline the nomination. Often times an ABC recognition takes place at a special event such as a high-profile naturalization ceremony. During the recognition, the USCIS Director or other USCIS leadership at headquarters or a Field Office will present the recipient with a certificate of recognition. Following the event, the Office of Citizenship will post the recipient's key achievements and photo on the agency's website at USCIS.gov/americansbychoice. Recipient's Internal Event Planning and Tracking Information (internal document) includes, but is not limited to: • name; • country of origin; • naturalization date; • ABC event location; • date of ABC recognition; • significant achievements; • immigration background; • educational background; and • briefing materials for leadership. The above described files are separate and apart from the ABC recipient's past immigration files.

Final Disposition Temporary

Item Status Active

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes

Do any of the records covered by this item exist as structured electronic data? No

Disposition Instruction

Cutoff Instruction When initiative is terminated or when superseded/obsolete.

Retention Period Destroy 50 year(s) after ABC initiative is terminated or when superseded/obsolete.

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
10/25/2017	Certify	Joseph Martinez	Records Officer	US Citizenship and Immigration Services - Policy and Implementation Branch
07/17/2018	Submit for Concurrency	Laura McHale	Appraisal Archivist	National Archives and Records Administration - Records Management Services
07/27/2018	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
07/27/2018	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
07/30/2018	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist