

Request for Records Disposition Authority

Records Schedule Number DAA-0566-2018-0004
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 USCIS APPOINTMENT SCHEDULING SYSTEMS
Internal agency concurrences will be provided No

Background Information The U.S. Department of Homeland Security (DHS), U.S. Citizenship and Immigration Services (USCIS) oversees lawful immigration to the United States. Individuals seeking immigration benefits submit an application, petition, or request (hereinafter referred to as an application) for that benefit plus the required fee, if any, and supporting documentation listed in the application instructions.

USCIS requires applicants, petitioners, and requestors for certain immigration benefits to submit biometrics, e.g. fingerprints, photographs, and/or digital signatures (for the purpose of conducting criminal background checks), be interviewed, and attend other possible USCIS appointments. USCIS schedules individuals for biometrics, interviews, and other appointments.

This schedule will apply to the National Appointment Scheduling System (NASS), Scheduling and Notification for Applications for Processing (SNAP), and any future scheduling system (or renamed system) with similar functions.

USCIS appointment scheduling systems replace the appointment scheduling function in the following systems (may supersede scheduling functionality of other USCIS adjudicative systems unless specified in future retention schedules):

- Computer-Linked Application Information Management System 4 (CLAIMS 4),
- Computer-Linked Application Information Management System 3 (CLAIMS 3),
- Refugee Asylum and Parole System (RAPS),

Applicant, petitioner, and requestor data is received daily via batch or web interface jobs from various USCIS systems. USCIS appointment

scheduling systems automatically schedule appointments and interviews as appropriate based upon the applicant's zip code of record at the time the appointment notice is generated. Appointment data is then sent back to the USCIS feeder system and retained in accordance with feeder system retention schedules.

USCIS appointment scheduling systems use a Notice Generation Service to generate appointment / interview notices. USCIS appointment scheduling systems connect to other USCIS systems to validate data from background and biometric checks.

Data validation between USCIS appointment scheduling systems and other USCIS systems may include, but are not limited to:

- Receipt Number Query,
- Biometric Query,
- Biometric Clone,
- Background Check,
- Refresh Check

Inputs are scheduled under GRS 5.2, Item 20.

USCIS appointment scheduling systems may receive batch data from (non-exhaustive list):

- CLAIMS 3,
- CLAIMS 4,
- USCIS ELIS 2,
- Customer Profile Management Services (CPMS),

Batch Data obtained from USCIS systems may include, but is not limited to:

- Application Support Center
- First and Last Name
- Date of Birth (DOB)
- Mailing Address
- Attorney name
- Receipt Number
- Alien Registration Number (A-Number)
- USCIS ELIS Case Number
- Biometric Capture Date
- Transmission Control Request (TCR)

Outputs are scheduled under GRS 5.2, item 20.

USCIS appointment scheduling systems generate a scheduling notice via the Notice Generation Service. Appointment notices are mailed to the applicant and applicant's attorney of record or accredited representative, if a properly completed G-28 has been submitted". USCIS appointment scheduling systems also generate internal, operational reports detailing the status of scheduling requests, including appointment details specific to each location. USCIS appointment scheduling systems outputs are not retained in paper alien files.

System Documentation is scheduled under GRS 3.1, item 51

Exception:

Records that are linked to national security, law enforcement, fraud, administrative investigations or actions, etc. shall be retained for an additional period of 5 years, which may be extended in 5 year increments.

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-0566-2018-0004

Sequence Number

1

USCIS APPOINTMENT SCHEDULING SYSTEMS - MASTER FILE
Disposition Authority Number: DAA-0566-2018-0004-0001

Records Schedule Items

Sequence Number	
1	<p>USCIS APPOINTMENT SCHEDULING SYSTEMS - MASTER FILE</p> <p>Disposition Authority Number DAA-0566-2018-0004-0001</p> <p>MASTER FILE Data elements in USCIS Appointment Scheduling Systems include, but may not be limited to: • Application Support Center • First and Last Name • Date of Birth (DOB) • Address • Attorney name • Receipt Number • Alien Registration Number (A-Number) • USCIS ELIS Case Number • Background Check, and Refresh Check • Transmission Control Request (TCR)</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? Yes</p> <p>Disposition Instruction</p> <p>Retention Period Destroy no sooner than 10 year(s) after the date of record creation but longer retention is authorized</p> <p>Additional Information</p> <p>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
10/03/2018	Certify	Joseph Martinez	Records Officer	US Citizenship and Immigration Services - Policy and Implementation Branch
05/22/2019	Submit for Concurrency	Ashby Crowder	Archives Specialist	National Archives and Records Administration - ACRA
05/30/2019	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
05/30/2019	Concur	Laurence Brewer	Chief Records Officer	National Records and Archives Administration - National Records and Archives Administration
06/03/2019	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist