

Request for Records Disposition Authority

Records Schedule Number **DAA-0566-2018-0005**
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 **Parking Applications**
Internal agency concurrences will be provided **No**

Background Information **USCIS has a program that allows for employees and contractors to pay for parking at various agency facilities. USCIS requires that employees and contractors provide information to the agency in order to determine eligibility for participation in the parking program. Currently, UCSIC collects this information using Form G-1174 - USCIS Paid Parking Application. Once the application is approved and the appropriate payment is forwarded to the Burlington Finance Center, monthly permits are issued.**

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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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-0566-2018-0005

Sequence Number	
1	Parking Program Forms Disposition Authority Number: DAA-0566-2018-0005-0001

Records Schedule Items

Sequence Number	
1	<p data-bbox="384 421 715 453">Parking Program Forms</p> <p data-bbox="384 470 1166 502">Disposition Authority Number DAA-0566-2018-0005-0001</p> <p data-bbox="384 523 1496 629">All forms and related items used in determining eligibility to participate in USCIS's paid parking program. This includes Form G-1174 - USCIS Paid Parking Application and any subsequent forms serving a similar purpose.</p> <p data-bbox="384 651 939 683">Final Disposition Temporary</p> <p data-bbox="384 704 877 736">Item Status Active</p> <p data-bbox="384 757 844 789">Is this item media neutral? Yes</p> <p data-bbox="384 810 844 927">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="384 949 832 1034">Do any of the records covered by this item exist as structured electronic data? No</p> <p data-bbox="384 1076 692 1108">Disposition Instruction</p> <p data-bbox="384 1129 1339 1161">Retention Period Destroy 6 year(s) after record is created</p> <p data-bbox="384 1204 692 1236">Additional Information</p> <p data-bbox="384 1257 976 1289">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
02/25/2019	Certify	Andrew Smith	Management and Program Analyst	USCIS - USCIS
03/27/2019	Return for Revision	Ashby Crowder	Archives Specialist	National Archives and Records Administration - ACRA
04/03/2019	Submit For Certification	Andrew Smith	Management and Program Analyst	USCIS - USCIS
04/03/2019	Certify	Andrew Smith	Management and Program Analyst	USCIS - USCIS
08/14/2019	Submit for Concurrence	Ashby Crowder	Archives Specialist	National Archives and Records Administration - ACRA
08/20/2019	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
08/21/2019	Concur	Laurence Brewer	Chief Records Officer	National Records and Archives Administration - National Records and Archives Administration
08/22/2019	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist