

Request for Records Disposition Authority

Records Schedule Number DAA-0566-2018-0006
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 I-824, Application for Action on an Approved Application or Petition
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.

Form I-824 is used to request Action on an Approved Application or Petition, to request further action on a previously approved application or petition.

This schedule applies to applications, petitions, and requests regardless of original submission method (including applications, petitions, and requests that are adjudicated via USCIS electronic systems regardless of original submission method).

This schedule may include future forms (of similar use) or form name modifications, unless noted on future forms.

This schedule is date forward from approval from the Archivist of the United States. This schedule does not apply to forms and their supporting documentation already placed in Alien Files (A-Files).

Note: All documentation submitted or created in support of a USCIS application, petition, or request is maintained in accordance with USCIS policy and NARA approved retention schedules after being scanned into USCIS electronic systems. Forms and submitted documents are subject to immediate destruction upon receipt.

Submitted documentation may include, but is not limited:

- Applications, Petitions, or Requests
- Supporting Documentation
- Evidence
- Unrequested Documentation

Specific Restrictions: Personally identifiable information. All records are protected from unauthorized access through appropriate administrative, physical, and technical safeguards. The safeguards include designating user roles and restricting access to those with a need-to-know to perform their official duties.

Exception: Records that are linked to national security, law enforcement, fraud, 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.

This schedule also complies with GRS 5.2, Item 20 (for previously scheduled records).

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
7	0	7	0

GAO Approval

0001, 0003, 0004, 0005

Outline of Records Schedule Items for DAA-0566-2018-0006

Sequence Number	
1	Approved Applications for Action on an Approved Application or Petition Disposition Authority Number: DAA-0566-2018-0006-0001
2	Denied Applications for Action on an Approved Application or Petition Disposition Authority Number: DAA-0566-2018-0006-0002
3	Abandoned Applications for Action on an Approved Application or Petition Disposition Authority Number: DAA-0566-2018-0006-0003
4	Withdrawn Applications for Action on an Approved Application or Petition Requests Disposition Authority Number: DAA-0566-2018-0006-0004
5	Administratively Closed Applications for Action on an Approved Application or Petition Disposition Authority Number: DAA-0566-2018-0006-0005
6	Non-Sufficient (NSF) Applications for Action on an Approved Application or Petition Disposition Authority Number: DAA-0566-2018-0006-0006
7	Lockbox Rejected Applications for Action on an Approved Application or Petition Disposition Authority Number: DAA-0566-2018-0006-0007

Records Schedule Items

Sequence Number	
1	<p data-bbox="358 421 1333 457">Approved Applications for Action on an Approved Application or Petition</p> <p data-bbox="358 474 1133 506">Disposition Authority Number DAA-0566-2018-0006-0001</p> <p data-bbox="358 540 911 576">Final Disposition Temporary</p> <p data-bbox="358 593 846 629">Item Status Active</p> <p data-bbox="358 646 813 683">Is this item media neutral? Yes</p> <p data-bbox="358 700 813 821">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="358 838 813 927">Do any of the records covered by this item exist as structured electronic data? Yes</p> <p data-bbox="358 961 662 998">Disposition Instruction</p> <p data-bbox="358 1015 1308 1051">Retention Period Destroy six months from date of request</p> <p data-bbox="358 1085 656 1121">Additional Information</p> <p data-bbox="358 1138 1081 1174">GAO Approval Required and Received</p>
2	<p data-bbox="358 1198 1300 1234">Denied Applications for Action on an Approved Application or Petition</p> <p data-bbox="358 1251 1138 1287">Disposition Authority Number DAA-0566-2018-0006-0002</p> <p data-bbox="358 1321 911 1357">Final Disposition Temporary</p> <p data-bbox="358 1374 846 1410">Item Status Active</p> <p data-bbox="358 1427 813 1464">Is this item media neutral? Yes</p> <p data-bbox="358 1481 813 1602">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="358 1619 813 1708">Do any of the records covered by this item exist as structured electronic data? Yes</p> <p data-bbox="358 1742 662 1779">Disposition Instruction</p> <p data-bbox="358 1796 1360 1832">Retention Period Destroy 6 year(s) after the date of the denial</p> <p data-bbox="358 1866 656 1902">Additional Information</p>

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GAO Approval **Not Required**
Abandoned Applications for Action on an Approved Application or Petition

Disposition Authority Number **DAA-0566-2018-0006-0003**

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? **Yes**

Disposition Instruction

Retention Period **Destroy six months from date of request**

Additional Information

GAO Approval **Required and Received**

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Withdrawn Applications for Action on an Approved Application or Petition Requests

Disposition Authority Number **DAA-0566-2018-0006-0004**

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? **Yes**

Disposition Instruction

Retention Period **Destroy six months from date of request**

Additional Information

GAO Approval **Required and Received**

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Administratively Closed Applications for Action on an Approved Application or Petition

6	Disposition Authority Number	DAA-0566-2018-0006-0005
	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?	Yes
	Disposition Instruction	
	Retention Period	Destroy six months from date of request
	Additional Information	
	GAO Approval	Required and Received
7	Non-Sufficient (NSF) Applications for Action on an Approved Application or Petition	
	Disposition Authority Number	DAA-0566-2018-0006-0006
	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?	Yes
	Disposition Instruction	
	Retention Period	Destroy 2 year(s) after the date of the NSF notice
	Additional Information	
GAO Approval	Not Required	
Lockbox Rejected Applications for Action on an Approved Application or Petition		
Disposition Authority Number	DAA-0566-2018-0006-0007	
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?	Yes
Disposition Instruction	
Retention Period	Destroy 6 year(s) after the request is rejected
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
04/02/2019	Certify	Andrew Smith	Management and Program Analyst	USCIS - USCIS
04/09/2019	Return for Revision	Ashby Crowder	Archives Specialist	National Archives and Records Administration - ACRA
05/02/2019	Submit For Certification	Andrew Smith	Management and Program Analyst	USCIS - USCIS
05/02/2019	Certify	Andrew Smith	Management and Program Analyst	USCIS - USCIS
09/19/2019	Submit for Concurrence	Ashby Crowder	Archives Specialist	National Archives and Records Administration - ACRA
09/25/2019	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
09/25/2019	Concur	Laurence Brewer	Chief Records Officer	National Records and Archives Administration - National Records and Archives Administration
09/26/2019	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist