

Request for Records Disposition Authority

Records Schedule Number	DAA-0566-2018-0006
Schedule Status	Modified Approved Version
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	<p>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.</p> <p>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.</p> <p>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).</p> <p>This schedule may include future forms (of similar use) or form name modifications, unless noted on future forms.</p> <p>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).</p> <p>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.</p> <p>Submitted documentation may include, but is not limited:</p>

- 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="345 380 1386 411">Approved Applications for Action on an Approved Application or Petition</p> <p data-bbox="345 432 1386 464">Disposition Authority Number DAA-0566-2018-0006-0001</p> <p data-bbox="345 506 1386 537">Final Disposition Temporary</p> <p data-bbox="345 558 1386 590">Item Status Active</p> <p data-bbox="345 611 1386 642">Is this item media neutral? Yes</p> <p data-bbox="345 663 1386 789">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="345 810 1386 894">Do any of the records covered by this item exist as structured electronic data? Yes</p> <p data-bbox="345 915 1386 978">GRS or Superseded Authority Citation N1-085-96-001 / 1</p> <p data-bbox="345 1020 1386 1052">Disposition Instruction</p> <p data-bbox="345 1073 1386 1104">Retention Period Destroy six months from date of request</p> <p data-bbox="345 1146 1386 1178">Additional Information</p> <p data-bbox="345 1199 1386 1230">GAO Approval Required and Received</p>
2	<p data-bbox="345 1262 1386 1293">Denied Applications for Action on an Approved Application or Petition</p> <p data-bbox="345 1314 1386 1346">Disposition Authority Number DAA-0566-2018-0006-0002</p> <p data-bbox="345 1388 1386 1419">Final Disposition Temporary</p> <p data-bbox="345 1440 1386 1472">Item Status Active</p> <p data-bbox="345 1493 1386 1524">Is this item media neutral? Yes</p> <p data-bbox="345 1545 1386 1671">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="345 1692 1386 1776">Do any of the records covered by this item exist as structured electronic data? Yes</p> <p data-bbox="345 1818 1386 1850">Disposition Instruction</p> <p data-bbox="345 1871 1386 1902">Retention Period Destroy 6 year(s) after the date of the denial</p>

3	Additional Information	
	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	
4	Additional Information	
	GAO Approval	Required and Received
	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	

5	<p>Administratively Closed Applications for Action on an Approved Application or Petition</p> <p>Disposition Authority Number DAA-0566-2018-0006-0005</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 six months from date of request</p> <p>Additional Information</p> <p>GAO Approval Required and Received</p>
6	<p>Non-Sufficient (NSF) Applications for Action on an Approved Application or Petition</p> <p>Disposition Authority Number DAA-0566-2018-0006-0006</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 2 year(s) after the date of the NSF notice</p> <p>Additional Information</p> <p>GAO Approval Not Required</p>
7	<p>Lockbox Rejected Applications for Action on an Approved Application or Petition</p> <p>Disposition Authority Number DAA-0566-2018-0006-0007</p>

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