

Request for Records Disposition Authority

Records Schedule Number DAA-0566-2019-0020

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 Department-wide

Schedule Subject I-862 Notice to Appear (NTA)

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 and to reflect their status as derivative or naturalized United States citizens.

The I-862 Notice to Appear (NTA) is the charging document that, once filed with the immigration court, commences INA § 240 removal proceedings against an alien before an immigration judge. (There are a few exceptions where aliens are placed into removal proceedings using different forms.) Once an alien is issued an I-862 and it is filed with the immigration court, the alien must appear for a hearing (or series of hearings) to determine whether the alien is in fact removable and whether he or she qualifies for any status, relief, or protection from removal, including asylum.

The I-862 lists the recipient's name, alias names, address/detention facility, country of birth/citizenship, Alien number, and charges of removability. It may also include the time, date, and location of removal hearing. Checkboxes on the NTA indicate when it is being issued as a result of a finding by an asylum officer that the alien has a credible fear of persecution or torture. It is signed and dated by the issuing DHS officer and, if served personally on the respondent, by the respondent and the DHS officer who served it. The respondent and the Immigration Officer may also sign and date the document if the respondent is requesting a prompt hearing. If desired, the recipient can also sign a waiver of the 10-day waiting period before the removal hearing.

The NTA and/or information from the NTA are stored in DHS systems, DHS network shared drives, and DHS Sharepoint sites collectively known as the Enterprise Collaboration Network (ECN). Scanned forms are saved on DHS network shared drives and/or the ECN.

Note: All documentation submitted in support of a USCIS application, petition, or request is subject to destruction after being scanned into USCIS electronic systems. Submitted documentation may include, but is not limited to:

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

Note: Records that are linked to national security, law enforcement, fraud, litigation holds, administrative investigations or actions, congressional inquiries or similar matters may be extended beyond the applicable retention period in five-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-0566-2019-0020

Sequence Number

1

I-862 Notice to Appear (NTA)

Disposition Authority Number: DAA-0566-2019-0020-0001

Records Schedule Items

Sequence Number	
1	I-862 Notice to Appear (NTA)
	Disposition Authority Number DAA-0566-2019-0020-0001
	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 100 year(s) after Date of birth
	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
02/01/2019	Certify	Joseph Martinez	Records Officer	US Citizenship and Immigration Services - Policy and Implementation Branch
07/24/2019	Submit for Concurrency	Ashby Crowder	Archives Specialist	National Archives and Records Administration - ACRA
07/31/2019	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
07/31/2019	Concur	Laurence Brewer	Chief Records Officer	National Records and Archives Administration - National Records and Archives Administration
08/01/2019	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist