

Request for Records Disposition Authority

Records Schedule Number DAA-0566-2019-0022

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 Mission-Related Employee Training Records

Internal agency concurrences will be provided No

Background Information This schedule provides disposition instructions for mission related training course materials, student materials, reporting and examinations, and all related activities.

Exclusion: This item does not cover ethics-related training. Ethics training is scheduled by item GRS 2.6, Item 020.

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
5	0	5	0

GAO Approval

Outline of Records Schedule Items for DAA-0566-2019-0022

Sequence Number	
1	Training Material File (Curriculum Material) Disposition Authority Number: DAA-0566-2019-0022-0001
2	Training Policy and Guidance Records Disposition Authority Number: DAA-0566-2019-0022-0002
3	Internal and External Compliance and Accreditation Records Disposition Authority Number: DAA-0566-2019-0022-0003
4	Records Related to the Conducting of Training Disposition Authority Number: DAA-0566-2019-0022-0004
5	Training Participation Records Disposition Authority Number: DAA-0566-2019-0022-0005

Records Schedule Items

Sequence Number	
1	<p data-bbox="345 380 951 411">Training Material File (Curriculum Material)</p> <p data-bbox="345 432 1151 464">Disposition Authority Number DAA-0566-2019-0022-0001</p> <p data-bbox="345 485 1468 674">Record copy of curriculum training materials used for training in functions or activities related to the mission of USCIS and its programs. This type of training is mission oriented, and aligned with the overall strategic goals of the agency. Records include, but are not limited to, training course plans, instructional materials, and other training aids.</p> <p data-bbox="345 695 919 726">Final Disposition Temporary</p> <p data-bbox="345 747 850 779">Item Status Active</p> <p data-bbox="345 800 818 831">Is this item media neutral? Yes</p> <p data-bbox="345 852 818 978">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="345 999 818 1083">Do any of the records covered by this item exist as structured electronic data? Yes</p> <p data-bbox="345 1125 659 1157">Disposition Instruction</p> <p data-bbox="345 1178 1321 1209">Cutoff Instruction Cut off when terminated or superseded.</p> <p data-bbox="345 1230 1203 1262">Retention Period Destroy 30 year(s) after cutoff.</p> <p data-bbox="345 1304 656 1335">Additional Information</p> <p data-bbox="345 1356 951 1388">GAO Approval Not Required</p>
2	<p data-bbox="345 1430 891 1461">Training Policy and Guidance Records</p> <p data-bbox="345 1482 1154 1514">Disposition Authority Number DAA-0566-2019-0022-0002</p> <p data-bbox="345 1535 1468 1608">Policy and guidance related to the development and delivery of mission-related training.</p> <p data-bbox="345 1629 919 1661">Final Disposition Temporary</p> <p data-bbox="345 1682 850 1713">Item Status Active</p> <p data-bbox="345 1734 818 1766">Is this item media neutral? Yes</p> <p data-bbox="345 1787 818 1913">Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes</p>

3	Do any of the records covered by this item exist as structured electronic data?	Yes
	Disposition Instruction	
	Cutoff Instruction	Cut off when terminated or superseded.
	Retention Period	Destroy 30 year(s) after cutoff.
	Additional Information	
	GAO Approval	Not Required
	Internal and External Compliance and Accreditation Records	
	Disposition Authority Number	DAA-0566-2019-0022-0003
	Records documenting the progress towards or status of compliance and accreditation of USCIS training courses and programs	
	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		
Cutoff Instruction	Cut off at the end of accreditation status.	
Retention Period	Destroy 10 year(s) after cutoff.	
Additional Information		
GAO Approval	Not Required	
4	Records Related to the Conducting of Training	
	Disposition Authority Number	DAA-0566-2019-0022-0004
	Administrative and logistical records related to training conducted. This includes files that consist of class rosters, bio sheets, schedules, sign in sheets, tests, score sheets, evaluations, class photos, training agreements, and other related material.	
	Final Disposition	Temporary
	Item Status	Active
Is this item media neutral?	Yes	

5	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	
	Cutoff Instruction	Cut off at the end of the fiscal year.
	Retention Period	Destroy 10 year(s) after cutoff.
	Additional Information	
	GAO Approval	Not Required
	Training Participation Records	
	Disposition Authority Number	DAA-0566-2019-0022-0005
	Records documenting attendance or participation at USCIS sponsored training to include student graduation reports. Activities included, but not limited to, training, seminars, and conferences.	
	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?	No
Disposition Instruction		
Cutoff Instruction	Cut off at the end of the fiscal year.	
Retention Period	Destroy 30 year(s) after cutoff.	
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
04/10/2019	Certify	Andrew Smith	Management and Program Analyst	USCIS - USCIS
04/16/2019	Return for Revision	Ashby Crowder	Archives Specialist	National Archives and Records Administration - ACRA
09/25/2019	Submit For Certification	Andrew Smith	Management and Program Analyst	USCIS - USCIS
09/25/2019	Certify	Andrew Smith	Management and Program Analyst	USCIS - USCIS
06/09/2020	Submit for Concurrence	Ashby Crowder	Archives Specialist	National Archives and Records Administration - ACRA
06/16/2020	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
06/16/2020	Concur	Laurence Brewer	Chief Records Officer	National Records and Archives Administration - National Records and Archives Administration
06/17/2020	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist