

## 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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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="342 380 951 411"><b>Training Material File (Curriculum Material)</b></p> <p data-bbox="342 432 1151 464">Disposition Authority Number      <b>DAA-0566-2019-0022-0001</b></p> <p data-bbox="342 485 1476 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="342 695 919 726">Final Disposition                      <b>Temporary</b></p> <p data-bbox="342 747 850 779">Item Status                                <b>Active</b></p> <p data-bbox="342 800 821 831">Is this item media neutral?            <b>Yes</b></p> <p data-bbox="342 852 821 978">Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?        <b>Yes</b></p> <p data-bbox="342 999 821 1083">Do any of the records covered by this item exist as structured electronic data?                            <b>Yes</b></p> <p data-bbox="342 1125 659 1157"><b>Disposition Instruction</b></p> <p data-bbox="342 1188 1325 1220">Cutoff Instruction                        <b>Cut off when terminated or superseded.</b></p> <p data-bbox="342 1241 1203 1272">Retention Period                         <b>Destroy 30 year(s) after cutoff.</b></p> <p data-bbox="342 1314 659 1346"><b>Additional Information</b></p> <p data-bbox="342 1377 951 1409">GAO Approval                              <b>Not Required</b></p>
2	<p data-bbox="342 1430 891 1461"><b>Training Policy and Guidance Records</b></p> <p data-bbox="342 1482 1154 1514">Disposition Authority Number      <b>DAA-0566-2019-0022-0002</b></p> <p data-bbox="342 1535 1476 1608"><b>Policy and guidance related to the development and delivery of mission-related training.</b></p> <p data-bbox="342 1629 919 1661">Final Disposition                        <b>Temporary</b></p> <p data-bbox="342 1682 850 1713">Item Status                                <b>Active</b></p> <p data-bbox="342 1734 821 1766">Is this item media neutral?            <b>Yes</b></p> <p data-bbox="342 1787 821 1913">Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?        <b>Yes</b></p>

3	Do any of the records covered by this item exist as structured electronic data?	Yes
	<b>Disposition Instruction</b>	
	Cutoff Instruction	Cut off when terminated or superseded.
	Retention Period	Destroy 30 year(s) after cutoff.
	<b>Additional Information</b>	
	GAO Approval	Not Required
	<b>Internal and External Compliance and Accreditation Records</b>	
	Disposition Authority Number	DAA-0566-2019-0022-0003
	<b>Records documenting the progress towards or status of compliance and accreditation of USCIS training courses and programs</b>	
	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	
<b>Disposition Instruction</b>		
Cutoff Instruction	Cut off at the end of accreditation status.	
Retention Period	Destroy 10 year(s) after cutoff.	
<b>Additional Information</b>		
GAO Approval	Not Required	
4	<b>Records Related to the Conducting of Training</b>	
	Disposition Authority Number	DAA-0566-2019-0022-0004
	<b>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.</b>	
	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
	<b>Disposition Instruction</b>	
	Cutoff Instruction	Cut off at the end of the fiscal year.
	Retention Period	Destroy 10 year(s) after cutoff.
	<b>Additional Information</b>	
	GAO Approval	Not Required
	<b>Training Participation Records</b>	
	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
	<b>Disposition Instruction</b>	
	Cutoff Instruction	Cut off at the end of the fiscal year.
	Retention Period	Destroy 30 year(s) after cutoff.
	<b>Additional Information</b>	
	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