

Request for Records Disposition Authority

Records Schedule Number DAA-0566-2019-0023

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 Situational Advisory Form Evaluation (SAFE)

Internal agency concurrences will be provided No

Background Information

The Office of Special Investigations (OSI) Processes Tracking System – Situational Advisory Form Evaluation (SAFE) – is a case management and reporting system that collects data on USCIS employees and contractors who present behavioral risk concerns and individuals who are involved with or who are concerned about the individual who is a potential risk. The information in the case management system includes personally identifiable information and sensitive information from a variety of sources and is used to assist in determining risk of violence in the workplace and to assist in the creation of management strategies to help at-risk individuals and victims. Source material will be provided by direct interview of individuals involved in the process, from Office of Investigations (OI), Office of Equal Opportunity and Inclusion (OEIO), OSI Office of Special Investigations (OSI), Human Capital and Training (HCT), law enforcement, and publicly available sources.

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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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-0566-2019-0023

Sequence Number

1

SAFE system records master file

Disposition Authority Number: DAA-0566-2019-0023-0001

Records Schedule Items

Sequence Number	
1	<p>SAFE system records master file</p> <p>Disposition Authority Number DAA-0566-2019-0023-0001</p> <p>Data maintained in file include: Employee Position Title, Last Name, First Name, USCIS Email Address, USCIS Desk Phone, USCIS Mobile Number, Geographic Region, Work Location, Employee's Supervisor, Actions/Events That Occurred, Risk Assessment Data, Plan of Action. Data collected are to be maintained and updated as needed.</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>Cutoff Instruction Cut off when employee or contractor separates from agency</p> <p>Retention Period Destroy 7 year(s) after cutoff</p> <p>Additional Information</p> <p>GAO Approval Not Required</p>

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
04/30/2019	Certify	Andrew Smith	Management and Program Analyst	USCIS - USCIS
05/02/2019	Return for Revision	Ashby Crowder	Archives Specialist	National Archives and Records Administration - ACRA
05/03/2019	Submit For Certification	Andrew Smith	Management and Program Analyst	USCIS - USCIS
05/03/2019	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