

Request for Records Disposition Authority

Records Schedule Number DAA-0566-2019-0024

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 Public Charge Forms

Internal agency concurrences will be provided No

Background Information

Under Section 212(a)(4) of the Immigration and Nationality Act (INA), an individual seeking admission to the United States or seeking to adjust status to permanent resident (obtaining a green card) is inadmissible if the individual "at the time of application for admission or adjustment of status, is likely at any time to become a public charge. In determining inadmissibility, USCIS defines "public charge" as an individual who is likely to become "primarily dependent on the government for subsistence, as demonstrated by either the receipt of public cash assistance for income maintenance, or institutionalization for long-term care at government expense. In determining whether an alien meets this definition for public charge inadmissibility, a number of factors are considered, including age, health, family status, assets, resources, financial status, education, and skills. If an individual is inadmissible, admission to the United States or adjustment of status will not be granted.

USCIS uses the information the applicant provides as well as information gathered from third party agencies to grant or deny the immigration. Third party agencies include: Social Security Administration (SSA), U.S. Department of Agriculture (USDA), and Department of Health and Human Services (HHS) to verify any public benefit provided by the government that the applicant requested or received from the agency. This would include the type of benefit, date(s) of receipt, and any information provided to the agency.

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
4	1	3	0

GAO Approval

Outline of Records Schedule Items for DAA-0566-2019-0024

Sequence Number	
1	FORM I-944, Declaration of Self Sufficiency
1.1	When Application for Admission or for Lawful Permanent Residence is Approved Disposition Authority Number: DAA-0566-2019-0024-0001
1.2	When Application for Admission or for Lawful Permanent Residence is Not Approved Disposition Authority Number: DAA-0566-2019-0024-0002
2	Form I-945, Public Charge Bond Disposition Authority Number: DAA-0566-2019-0024-0003
3	Form I-356, Request for Cancellation of Public Charge Bond Disposition Authority Number: DAA-0566-2019-0024-0004

Records Schedule Items

Sequence Number	
1	<p>FORM I-944, Declaration of Self Sufficiency The Form I-944 is required by certain applicants who are either applying to be admitted into the United States in a case adjudicated by USCIS, or applying for lawful permanent residence (on Form I-485) and are subject to the public charge ground of inadmissibility. The primary purpose for providing the requested information on this form is to provide documentation to show that the applicant is not likely to become a Public Charge under Section 212(a)(4) of the Immigration and Nationality Act.</p>
1.1	<p>When Application for Admission or for Lawful Permanent Residence is Approved</p> <p>Disposition Authority Number DAA-0566-2019-0024-0001</p> <p>Final Disposition Permanent</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? No</p> <p>Disposition Instruction</p> <p>Transfer to the National Archives for Accessioning Transfer to the National Archives 100 year(s) after date of birth</p> <p>Additional Information</p> <p>What will be the date span of the initial transfer of records to the National Archives? From 2020 To 2050</p> <p>How frequently will your agency transfer these records to the National Archives? Every 12 Months</p>
1.2	<p>When Application for Admission or for Lawful Permanent Residence is Not Approved</p> <p>Disposition Authority Number DAA-0566-2019-0024-0002</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 100 year(s) after date of birth

Additional Information

GAO Approval Not Required

Form I-945, Public Charge Bond

Disposition Authority Number DAA-0566-2019-0024-0003

An immigration bond is a contract between the United States government (the obligee) and an individual or a company (the obligor) who pledges a sum of money to guarantee a set of conditions set by the government concerning the alien. For purposes of public charge bonds, the proposed Form I-945 (Public Charge Bond) outlines the set of conditions; it is the actual bond contract between the U.S. government and the obligor. The form is completed by the obligor who posts the bond on the alien's behalf.

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 15 year(s) after I-356 is submitted or when bond revocation occurs occurs, whichever is sooner

Additional Information

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3	GAO Approval	Not Required
	Form I-356, Request for Cancellation of Public Charge Bond	
	Disposition Authority Number	DAA-0566-2019-0024-0004
	<p>The Form I-356, Request for Cancellation of Public Charge Bond is used when the obligor or co-obligor requests the cancellation of the bond that was submitted on Form I-945, Public Charge Bond, on behalf of an alien. The form is completed by the obligor and the alien. The form is completed to request the cancellation of the public charge form after the alien either naturalized, died, or permanently departed the United States, or when the bond must be substituted (expiration of the bond, if DHS accepted bond of limited duration), as outlined in proposed 8 CFR 213.1.</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 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
05/07/2019	Certify	Andrew Smith	Management and Program Analyst	USCIS - USCIS
07/12/2019	Return for Revision	Ashby Crowder	Archives Specialist	National Archives and Records Administration - ACRA
08/08/2019	Submit For Certification	Andrew Smith	Management and Program Analyst	USCIS - USCIS
08/08/2019	Certify	Andrew Smith	Management and Program Analyst	USCIS - USCIS
08/09/2019	Return for Revision	Ashby Crowder	Archives Specialist	National Archives and Records Administration - ACRA
08/09/2019	Submit For Certification	Andrew Smith	Management and Program Analyst	USCIS - USCIS
08/09/2019	Certify	Andrew Smith	Management and Program Analyst	USCIS - USCIS
11/05/2019	Return for Revision	Ashby Crowder	Archives Specialist	National Archives and Records Administration - ACRA
03/09/2020	Submit For Certification	Andrew Smith	Management and Program Analyst	USCIS - USCIS
03/09/2020	Certify	Andrew Smith	Management and Program Analyst	USCIS - USCIS
03/09/2020	Submit for Concurrence	Ashby Crowder	Archives Specialist	National Archives and Records Administration - ACRA
03/10/2020	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
03/10/2020	Concur	Laurence Brewer	Chief Records Officer	National Records and Archives Administration

				- National Records and Archives Administration
03/12/2020	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist