

Request for Records Disposition Authority

Records Schedule Number DAA-0566-2019-0032

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 Humanitarian Benefits

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. As part of its mission, USCIS provides a number of humanitarian programs and protection to assist individuals in need of relief from disasters, oppression, abuse and other urgent circumstances. These benefit requests provides immigration protection and eligibility for adjustment to lawful permanent resident status .

This schedule applies to benefit requests and their supporting forms and evidence, filed by or on behalf of individuals requesting humanitarian benefits. At the time of this scheduling, the following forms are included. This schedule may also cover future forms with modified form names or numbers that serve the same purpose.

- Form I-360, Petition for Amerasian, Widow(er) or Special Immigrant (when filed on behalf of an abused family member of a USC or LPR, or on behalf of a Special Immigrant Juvenile)
- Form I-914, Application for T Nonimmigrant Status
- Form I-914, Supplement A, Application for Family Member of T-1 Recipient and Supplement B, Declaration of law Enforcement Officer for Victim of Trafficking in Persons
- Form I-918, Petition for U Nonimmigrant Status
- Form I-918, Supplement A, Petition for Qualifying Family Member of U-1 Recipient and Supplement B, U Nonimmigrant Status Certification
- Form I-929, Petition for Qualifying Family Member of a U-1 Nonimmigrant

These forms may collect basic information about the applicants, petitioners and family members, including, but not limited to:

- A-number
- Social Security Number
- Full name and any former names or aliases
- Current and former addresses
- Contact information
- Gender
- Marital status and history
- Date and place of birth
- Language, religion, ethnicity and nationality.
- Travel history, passport information and entries into the United States
- Educational, residential and employment history

Forms may also collect information regarding

- Interactions with the court system
- Adoption information
- Crimes committed against or by the Requestor
- Financial information

This schedule applies to applications, petitions, and requests regardless of original submission method, including applications, petitions, and requests that are adjudicated via USCIS online electronic systems. The humanitarian forms covered by this schedule are protected under 8 CFR 1367. This schedule does not apply to applications, petitions, and requests already placed in Alien Files (A-Files) prior to the approval of this schedule.

Note: All documentation submitted or created in support of a USCIS application, petition, or request is maintained in accordance with USCIS policy 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.

This schedule supports the USCIS initiative to move from paper to electronic records in compliance with the media neutral guidance found in 36 CFR § 1225.24 and the E-Government Act of 2002.

Note: All temporary benefit forms used as evidence in adjudicating humanitarian benefits will take on the underlying retention of the humanitarian benefit.

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
9	1	8	0

GAO Approval

Outline of Records Schedule Items for DAA-0566-2019-0032

Sequence Number	
1	Forms Requesting Humanitarian Benefits (and supporting documentation/evidence) when approved and used Disposition Authority Number: DAA-0566-2019-0032-0001
2	Forms Requesting Humanitarian Benefits (and supporting documentation/evidence) when approved but not used Disposition Authority Number: DAA-0566-2019-0032-0002
3	Forms Requesting Humanitarian Benefits (and supporting documentation/evidence) when denied Disposition Authority Number: DAA-0566-2019-0032-0003
4	Forms Requesting Humanitarian Benefits (and supporting documentation/evidence) when terminated Disposition Authority Number: DAA-0566-2019-0032-0004
5	Forms Requesting Humanitarian Benefits (and supporting documentation/evidence) when abandoned Disposition Authority Number: DAA-0566-2019-0032-0005
6	Forms Requesting Humanitarian Benefits (and supporting documentation/evidence) when administratively closed Disposition Authority Number: DAA-0566-2019-0032-0006
7	Forms Requesting Humanitarian Benefits (and supporting documentation/evidence) when rejected due to NSF Disposition Authority Number: DAA-0566-2019-0032-0007
8	Forms Requesting Humanitarian Benefits (and supporting documentation/evidence) when rejected by Lockbox Disposition Authority Number: DAA-0566-2019-0032-0008
9	Forms Requesting Humanitarian Benefits (and supporting documentation/evidence) when withdrawn Disposition Authority Number: DAA-0566-2019-0032-0009

Records Schedule Items

Sequence Number	
1	<p>Forms Requesting Humanitarian Benefits (and supporting documentation/ evidence) when approved and used</p> <p>Disposition Authority Number DAA-0566-2019-0032-0001</p> <p>Covers forms and supporting documentation for Form I-360 (when filed on behalf of an abused family member of a U.S. citizen or lawful permanent resident, or on behalf of a Special Immigrant Juvenile); Form I-914, Form I-914, Supplement A and B; Form I-918; Form I-918, Supplement A; and Form I-929.</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? Yes</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>First year of records accumulation 2019</p> <p>What will be the date span of the initial transfer of records to the National Archives? From 2019 To 2050</p> <p>How frequently will your agency transfer these records to the National Archives? Every 12 Months</p>
2	<p>Forms Requesting Humanitarian Benefits (and supporting documentation/ evidence) when approved but not used</p> <p>Disposition Authority Number DAA-0566-2019-0032-0002</p> <p>Covers forms and supporting documentation for Form I-360 (when filed on behalf of an abused family member of a U.S. citizen or lawful permanent resident, or on</p>

behalf of a Special Immigrant Juvenile); Form I-914, Form I-914, Supplement A and B; Form I-918; Form I-918, Supplement A; and Form I-929.

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 10 year(s) after date the visa becomes available.

Additional Information

GAO Approval Not Required

3

Forms Requesting Humanitarian Benefits (and supporting documentation/evidence) when denied

Disposition Authority Number DAA-0566-2019-0032-0003

Covers forms and supporting documentation for Form I-360 (when filed on behalf of an abused family member of a U.S. citizen or lawful permanent resident, or on behalf of a Special Immigrant Juvenile); Form I-914, Form I-914, Supplement A and B; Form I-918; Form I-918, Supplement A; and Form I-929.

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

4	<p>GAO Approval Not Required</p> <p>Forms Requesting Humanitarian Benefits (and supporting documentation/ evidence) when terminated</p> <p>Disposition Authority Number DAA-0566-2019-0032-0004</p> <p>Covers forms and supporting documentation for Form I-360 (when filed on behalf of an abused family member of a U.S. citizen or lawful permanent resident, or on behalf of a Special Immigrant Juvenile); Form I-914, Form I-914, Supplement A and B; Form I-918; Form I-918, Supplement A; and Form I-929.</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>Retention Period Destroy 100 year(s) after date of birth</p> <p>Additional Information</p> <p>GAO Approval Not Required</p>
5	<p>Forms Requesting Humanitarian Benefits (and supporting documentation/ evidence) when abandoned</p> <p>Disposition Authority Number DAA-0566-2019-0032-0005</p> <p>Covers forms and supporting documentation for Form I-360 (when filed on behalf of an abused family member of a U.S. citizen or lawful permanent resident, or on behalf of a Special Immigrant Juvenile); Form I-914, Form I-914, Supplement A and B; Form I-918; Form I-918, Supplement A; and Form I-929.</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>

6	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
	Forms Requesting Humanitarian Benefits (and supporting documentation/ evidence) when administratively closed	
	Disposition Authority Number	DAA-0566-2019-0032-0006
	Covers forms and supporting documentation for Form I-360 (when filed on behalf of an abused family member of a U.S. citizen or lawful permanent resident, or on behalf of a Special Immigrant Juvenile); Form I-914, Form I-914, Supplement A and B; Form I-918; Form I-918, Supplement A; and Form I-929.	
	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	
7	Forms Requesting Humanitarian Benefits (and supporting documentation/ evidence) when rejected due to NSF	
	Disposition Authority Number	DAA-0566-2019-0032-0007
	Covers forms and supporting documentation for Form I-360 (when filed on behalf of an abused family member of a U.S. citizen or lawful permanent resident, or on behalf of a Special Immigrant Juvenile); Form I-914, Form I-914, Supplement A and B; Form I-918; Form I-918, Supplement A; and Form I-929.	
	Final Disposition	Temporary

	<p>Item Status</p> <p>Is this item media neutral?</p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?</p> <p>Do any of the records covered by this item exist as structured electronic data?</p> <p>Disposition Instruction</p> <p>Retention Period</p> <p>Additional Information</p> <p>GAO Approval</p> <p>Forms Requesting Humanitarian Benefits (and supporting documentation/ evidence) when rejected by Lockbox</p> <p>Disposition Authority Number</p> <p>Covers forms and supporting documentation for Form I-360 (when filed on behalf of an abused family member of a U.S. citizen or lawful permanent resident, or on behalf of a Special Immigrant Juvenile); Form I-914, Form I-914, Supplement A and B; Form I-918; Form I-918, Supplement A; and Form I-929.</p> <p>Final Disposition</p> <p>Item Status</p> <p>Is this item media neutral?</p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?</p> <p>Do any of the records covered by this item exist as structured electronic data?</p> <p>Disposition Instruction</p> <p>Retention Period</p> <p>Additional Information</p> <p>GAO Approval</p> <p>Forms Requesting Humanitarian Benefits (and supporting documentation/ evidence) when withdrawn</p> <p>Disposition Authority Number</p>	<p>Active</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Destroy 2 year(s) after date of rejection</p> <p>Not Required</p> <p>DAA-0566-2019-0032-0008</p> <p>Temporary</p> <p>Active</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Destroy 7 year(s) after rejected by Lockbox</p> <p>Not Required</p> <p>DAA-0566-2019-0032-0009</p>
<p>8</p>		
<p>9</p>		

Covers forms and supporting documentation for Form I-360 (when filed on behalf of an abused family member of a U.S. citizen or lawful permanent resident, or on behalf of a Special Immigrant Juvenile); Form I-914, Form I-914, Supplement A and B; Form I-918; Form I-918, Supplement A; and Form I-929.

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

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
08/05/2019	Certify	Andrew Smith	Management and Program Analyst	USCIS - USCIS
09/10/2019	Return for Revision	Ashby Crowder	Archives Specialist	National Archives and Records Administration - ACRA
04/27/2020	Submit For Certification	Andrew Smith	Management and Program Analyst	USCIS - USCIS
04/27/2020	Certify	Andrew Smith	Management and Program Analyst	USCIS - USCIS
05/06/2020	Return for Revision	Ashby Crowder	Archives Specialist	National Archives and Records Administration - ACRA
07/27/2020	Submit For Certification	Andrew Smith	Management and Program Analyst	USCIS - USCIS
07/27/2020	Certify	Andrew Smith	Management and Program Analyst	USCIS - USCIS
11/03/2020	Submit for Concurrence	Ashby Crowder	Archives Specialist	National Archives and Records Administration - ACRA
01/25/2021	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
01/25/2021	Concur	Laurence Brewer	Chief Records Officer	National Records and Archives Administration - National Records and Archives Administration
01/27/2021	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist