

Request for Records Disposition Authority

Records Schedule Number DAA-0566-2019-0033

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 Affidavits of Support or Exemption

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. USCIS processes applications, petitions, and requests pursuant to the Immigration and Nationality Act (INA) and issues documentation to applicants, petitioners, and requestors to reflect their immigration status and eligibility to travel, work, and live in the United States, as well as to reflect their status as derivative or naturalized United States citizens.

The Affidavit of Support is required for most family-based immigrants and some employment-based intending immigrants to show that they have adequate means of financial support and are not likely to become a public charge.

The Affidavit is a contract between a sponsor and the U.S. Government. A person is made a sponsor through the completion and signing an Affidavit of Support. The sponsor must show on this affidavit that he or she have enough income and/or assets to maintain the intending immigrants and the rest of his or her household. By signing an Affidavit of Support, the sponsor is agreeing to use his or her resources to support, if it becomes necessary, the intending immigrant named in the affidavit. The submission of the affidavit may make the sponsored immigrant ineligible for certain Federal, state, or local means-tested public benefits, because an agency that provides means-tested public benefits will consider the sponsor's resources and assets as available to the sponsored immigrant when determining his or her eligibility for the program. If the immigrant sponsored in this affidavit does receive one of the designated Federal, state or local means-tested public benefits, the agency providing the benefit may request that the sponsor repay the cost of those benefits. That

agency can sue the sponsor if the cost of the benefits provided is not repaid.

Affidavit of Support forms are:

- I-864 Affidavit of Support Under Section 213A of the Act
- I-864A Contract Between Sponsor and Household Member
- I-864EZ Affidavit of Support Under Section 213A of the Act
- I-864W Intending Immigrant's Affidavit of Support Exemption
- I-361 Affidavit of Financial Support and Intent to Petition for Legal Custody for Public Law 97-359 Amerasian
- I-134 Affidavit of Support (Humanitarian Parole Case)

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

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
20	2	18	0

GAO Approval

Outline of Records Schedule Items for DAA-0566-2019-0033

Sequence Number	
1	Affidavit of Support or Exemption and supporting documentation/evidence when submitted in support of applications which confer benefits lasting more than 2 years.
1.1	Affidavit of Support or Exemption when supported application packets are Approved Disposition Authority Number: DAA-0566-2019-0033-0001
1.2	Affidavit of Support or Exemption when supported application packets are Approved and Used (when applicable) Disposition Authority Number: DAA-0566-2019-0033-0002
1.3	Affidavit of Support or Exemption when supported application packets are Approved and Not Used (when applicable) Disposition Authority Number: DAA-0566-2019-0033-0003
1.4	Affidavit of Support or Exemption when supported application packets are Denied Disposition Authority Number: DAA-0566-2019-0033-0004
1.5	Affidavit of Support or Exemption when supported application packets are Abandoned Disposition Authority Number: DAA-0566-2019-0033-0005
1.6	Affidavit of Support or Exemption when application packets are Withdrawn Disposition Authority Number: DAA-0566-2019-0033-0006
1.7	Affidavit of Support or Exemption when application packets are Terminated Disposition Authority Number: DAA-0566-2019-0033-0007
1.8	Affidavit of Support or Exemption when application packets are Administratively Closed Disposition Authority Number: DAA-0566-2019-0033-0008
1.9	Affidavit of Support or Exemption when application packets are Rejected due to Non-Sufficient Funds (NSF) Disposition Authority Number: DAA-0566-2019-0033-0009
1.10	Affidavit of Support or Exemption when application packets are Rejected by the Lockbox Disposition Authority Number: DAA-0566-2019-0033-0010
2	Affidavit of Support or Exemption and supporting documentation/evidence when submitted in support of applications which confer benefits lasting 2 years or less.
2.1	Affidavit of Support or Exemption when supported application packets are Approved Disposition Authority Number: DAA-0566-2019-0033-0011
2.2	Affidavit of Support or Exemption when supported application packets are Approved and Used (when applicable)

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| 2.3 | Disposition Authority Number: DAA-0566-2019-0033-0012
Affidavit of Support or Exemption when supported application packets are Approved and Not Used (when applicable)
Disposition Authority Number: DAA-0566-2019-0033-0013 |
| 2.4 | Affidavit of Support or Exemption when supported application packets are Denied
Disposition Authority Number: DAA-0566-2019-0033-0014 |
| 2.5 | Affidavit of Support or Exemption when supported application packets are Abandoned
Disposition Authority Number: DAA-0566-2019-0033-0015 |
| 2.6 | Affidavit of Support or Exemption when application packets are Withdrawn
Disposition Authority Number: DAA-0566-2019-0033-0016 |
| 2.7 | Affidavit of Support or Exemption when application packets are Terminated
Disposition Authority Number: DAA-0566-2019-0033-0017 |
| 2.8 | Affidavit of Support or Exemption when application packets are Administratively Closed
Disposition Authority Number: DAA-0566-2019-0033-0018 |
| 2.9 | Affidavit of Support or Exemption when application packets are Rejected due to Non-Sufficient Funds (NSF)
Disposition Authority Number: DAA-0566-2019-0033-0019 |
| 2.10 | Affidavit of Support or Exemption when application packets are Rejected by the Lockbox
Disposition Authority Number: DAA-0566-2019-0033-0020 |

Records Schedule Items

Sequence Number	
1	Affidavit of Support or Exemption and supporting documentation/evidence when submitted in support of applications which confer benefits lasting more than 2 years.
1.1	Affidavit of Support or Exemption when supported application packets are Approved Disposition Authority Number DAA-0566-2019-0033-0001 Final Disposition Permanent 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 Transfer to the National Archives for Accessioning Transfer to the National Archives 100 year(s) after the individual's (sponsored immigrant) Date of Birth (DOB). Additional Information What will be the date span of the initial transfer of records to the National Archives? Unknown 100 years after the individual's (sponsored immigrant) Date of Birth (DOB). How frequently will your agency transfer these records to the National Archives? Unknown 100 years after the individual's (sponsored immigrant) Date of Birth (DOB).
1.2	Affidavit of Support or Exemption when supported application packets are Approved and Used (when applicable) Disposition Authority Number DAA-0566-2019-0033-0002 Final Disposition Permanent

	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	
	Transfer to the National Archives for Accessioning	Transfer to the National Archives 100 year(s) after the individual's (sponsored immigrant) Date of Birth (DOB).
	Additional Information	
	What will be the date span of the initial transfer of records to the National Archives?	Unknown 100 years after the individual's (sponsored immigrant) Date of Birth (DOB).
	How frequently will your agency transfer these records to the National Archives?	Unknown 100 years after the individual's (sponsored immigrant) Date of Birth (DOB).
1.3	Affidavit of Support or Exemption when supported application packets are Approved and Not Used (when applicable)	
	Disposition Authority Number	DAA-0566-2019-0033-0003
	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	Delete/Destroy 10 years from VISA AVAILABILITY.
	Additional Information	

1.4	GAO Approval	Not Required
	Affidavit of Support or Exemption when supported application packets are Denied	
	Disposition Authority Number	DAA-0566-2019-0033-0004
	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 the individual's Date of Birth.
Additional Information		
1.5	GAO Approval	Not Required
	Affidavit of Support or Exemption when supported application packets are Abandoned	
	Disposition Authority Number	DAA-0566-2019-0033-0005
	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 the individual's Date of Birth (DOB)
Additional Information		

1.6	GAO Approval	Not Required
	Affidavit of Support or Exemption when application packets are Withdrawn	
	Disposition Authority Number	DAA-0566-2019-0033-0006
	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 the individual's Date of Birth (DOB)
1.7	Additional Information	
	GAO Approval	Not Required
	Affidavit of Support or Exemption when application packets are Terminated	
	Disposition Authority Number	DAA-0566-2019-0033-0007
	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 the individual's Date of Birth	
Additional Information		
GAO Approval	Not Required	

1.8	Affidavit of Support or Exemption when application packets are Administratively Closed
	Disposition Authority Number DAA-0566-2019-0033-0008
	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 the individual's Date of Birth.
	Additional Information
	GAO Approval Not Required
1.9	Affidavit of Support or Exemption when application packets are Rejected due to Non-Sufficient Funds (NSF)
	Disposition Authority Number DAA-0566-2019-0033-0009
	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 2 year(s) after date of NSF notice
	Additional Information
	GAO Approval Not Required

1.10	Affidavit of Support or Exemption when application packets are Rejected by the Lockbox
	Disposition Authority Number DAA-0566-2019-0033-0010
	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
	GRS or Superseded Authority Citation N1-085-96-001 / 5/c
	Disposition Instruction
	Retention Period Destroy 6 year(s) after date of rejection
	Additional Information
	GAO Approval Not Required
2	Affidavit of Support or Exemption and supporting documentation/evidence when submitted in support of applications which confer benefits lasting 2 years or less.
2.1	Affidavit of Support or Exemption when supported application packets are Approved
	Disposition Authority Number DAA-0566-2019-0033-0011
	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 the individual's Date of Birth.

2.2

Additional Information

GAO Approval Not Required

Affidavit of Support or Exemption when supported application packets are Approved and Used (when applicable)

Disposition Authority Number DAA-0566-2019-0033-0012

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 the individual's Date of Birth.

Additional Information

GAO Approval Not Required

2.3

Affidavit of Support or Exemption when supported application packets are Approved and Not Used (when applicable)

Disposition Authority Number DAA-0566-2019-0033-0013

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 years from VISA availability.

2.4	Additional Information	
	GAO Approval	Not Required
	Affidavit of Support or Exemption when supported application packets are Denied	
	Disposition Authority Number	DAA-0566-2019-0033-0014
	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 the individual's Date of Birth.	
2.5	Additional Information	
	GAO Approval	Not Required
	Affidavit of Support or Exemption when supported application packets are Abandoned	
	Disposition Authority Number	DAA-0566-2019-0033-0015
	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 the individual's Date of Birth.	

2.6	Additional Information	
	GAO Approval	Not Required
	Affidavit of Support or Exemption when application packets are Withdrawn	
	Disposition Authority Number	DAA-0566-2019-0033-0016
	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 the individual's Date of Birth.	
2.7	Additional Information	
	GAO Approval	Not Required
	Affidavit of Support or Exemption when application packets are Terminated	
	Disposition Authority Number	DAA-0566-2019-0033-0017
	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 the individual's Date of Birth.	
Additional Information		

2.8	GAO Approval	Not Required
	Affidavit of Support or Exemption when application packets are Administratively Closed	
	Disposition Authority Number	DAA-0566-2019-0033-0018
	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 the individual's Date of Birth.
	Additional Information	
2.9	GAO Approval	Not Required
	Affidavit of Support or Exemption when application packets are Rejected due to Non-Sufficient Funds (NSF)	
	Disposition Authority Number	DAA-0566-2019-0033-0019
	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 2 year(s) after the date of the NSF notice.
	Additional Information	

2.10	GAO Approval	Not Required
	Affidavit of Support or Exemption when application packets are Rejected by the Lockbox	
	Disposition Authority Number	DAA-0566-2019-0033-0020
	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 6 year(s) after date of the rejection.
	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
06/04/2021	Certify	Andrew Smith	Management and Program Analyst	USCIS - USCIS
06/15/2021	Return for Revision	Ashby Crowder	Archives Specialist	National Archives and Records Administration - ACRA
06/17/2021	Submit For Certification	Tracy Hamblet	Program Analyst	IRIS - IIMD
08/30/2021	Certify	Andrew Smith	Management and Program Analyst	USCIS - USCIS
08/30/2021	Return for Revision	Ashby Crowder	Archives Specialist	National Archives and Records Administration - ACRA
10/25/2021	Submit For Certification	Tracy Hamblet	Program Analyst	IRIS - IIMD
10/26/2021	Certify	Tracy Hamblet	Program Analyst	IRIS - IIMD
11/12/2021	Submit for Concurrence	Ashby Crowder	Archives Specialist	National Archives and Records Administration - ACRA
11/12/2021	Return to Submitter	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
03/15/2022	Submit for Concurrence	Ashby Crowder	Archives Specialist	National Archives and Records Administration - ACRA
04/05/2022	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
04/07/2022	Concur	Laurence Brewer	Chief Records Officer	National Records and Archives Administration

				- National Records and Archives Administration
04/07/2022	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist