

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0566-2020-0002

Status: APPROVED
Date Approved: 10/17/2023

General Information

Agency or Establishment	United States Citizenship and Immigration Services
Record/Scheduling Group	0566 - Records of U.S. Citizenship and Immigration Services
Records Schedule Applies to	Agency Subdivision
Major Subdivision	External Affairs Directorate
Minor Subdivision	Office of Citizenship, Partnership and Engagement Office
Schedule Subject	Subject Files Relating to Naturalization Test and Civic Integration of Immigrants
Additional Schedule Information	<p>Under section 312(a)(1) of the Immigration and Nationality Act (“the Act”), 8 U.S.C. 1423(a)(1), most applicants seeking to naturalize must demonstrate an understanding of the English language including an ability to speak, read, and write words in ordinary usage (English Language requirements). Additionally, under section 312(a)(2) of the Act, 8 U.S.C. 1423(a)(2), most applicants seeking to naturalize must demonstrate a knowledge and understanding of the fundamentals of U.S. history and of the principles and form of government in the United States (Civics requirements). Under 8 CFR 312.1(c) and 312.2(c), an applicant for naturalization may satisfy these requirements by passing an examination (naturalization test). Certain applicants may be exempt from the English Language requirements and Civics requirements if they either meet specific age and time as LPR thresholds, or if they cannot comply with the English Language requirements or the Civics requirements, or both, because of a physical or developmental disability or mental impairment. See section 312 of the Act, 8 U.S.C. 1422.</p>

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In 1997, the U.S. Commission on Immigration Reform (the Commission) recommended that the former Immigration and Naturalization Service (INS) standardize the naturalization testing process. The Commission recommended that the naturalization tests be revised to better determine if applicants have a meaningful knowledge of U.S. history and government and can communicate in English. Also in 1997, the Department of Justice (DOJ) began to reengineer the naturalization process. For naturalization testing, DOJ determined that the former INS should develop a more uniform approach to testing, including standard and meaningful test content, standardized testing instruments and protocols, standard scoring, and standard levels of passing. The former INS began to redesign the testing process with a goal of developing a new process that would be uniform, fair, and meaningful. On December 26, 2000, INS issued Policy Memorandum No. 73: Standardization of Procedures for Testing Naturalization Applicants on English and Civics to guide the testing procedures for the English and civics components of the naturalization test and to announce plans to redesign the test. In 2003, USCIS began redesigning the current naturalization test, which was fully implemented in October 2009 and is the test currently administered to all naturalization applicants. At the time, USCIS only standardized the reading, writing, and civics tests. The English-speaking test was not standardized at the time.

Is there a classified version of this form?	No
Is consultation and coordination with Tribal Governments required?	Predate requirement

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Item Count

Total number of disposition items: 1

Number of Temporary disposition items: 0

Number of Permanent disposition items: 1

Number of Items with Disposition Not Approved: 0

Number of Inactive disposition items: 0

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Outline of Records Schedule Items for DAA-0566-2020-0002

Item #	Title	Disposition
0001	Naturalization Test Development Records, including subject files related to the linguistic, economic, and civic integration of immigrants.	Permanent

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Records Schedule Items

DAA-0566-2020-0002-0001		STATUS: Active
ITEM GENERAL INFORMATION		
Item Title	Naturalization Test Development Records, including subject files related to the linguistic, economic, and civic integration of immigrants.	
Item Description	<p>These records consist of documents related to the naturalization test redesign and include documents pertaining to solicited and non-solicited emails, letters, surveys, focus group notes; public relations documents that include talking points, media statements, question and answers, fact sheet, presentations; meeting minutes and notes; working documents consisting of drafts, handwritten notes, emails and directives; studies and reports pertaining to feasibility studies and record studies and forms and data used to collect information for studies; pilot testing including processes and procedures, correspondence; internal quality and monitoring checks pertaining to check lists and findings; Teaching English as a Second Language (TESOL) documents consisting of agendas, notes, charts, minutes.</p> <p>Additionally, these records consist of materials related generally to the linguistic, economic, and civic integration of immigrants. This includes correspondence with outside stakeholders; implementation plans and emails related to letters of agreements with municipal partners; draft copies and notes of the strategic action plan and status reports of the Task Force on New Americans (TFNA); emails, notes, related to preparing for the oath; publication drafts and revisions; emails related to content of publications; and conference and presentation material.</p>	
Is this item media neutral?	Yes	
Is this item a Big Bucket?	No	
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS		
Does this item supersede existing disposition authorities?	No	
Is this item a deviation from the GRS?	No	
DISPOSITION INSTRUCTION		
Final Disposition	Permanent	

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Are there multiple instructions for this item?	No
Transfer Instruction	Transfer to the National Archives 10 year(s) after launch of redesigned test.
ADDITIONAL INFORMATION	
Current Records Format	Paper-based textual records:17 cubic feet
Date span of the initial transfer	From: --/--/2004 To: --/--/2009
Are any of the records covered by this item subject to a FOIA exemption?	No

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Signatory Information

Action	User	Date
Accept	Data Migration	03/19/2020
Approve	Colleen Shogan	10/17/2023