

Request for Records Disposition Authority

Records Schedule Number DAA-0566-2020-0013

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 Notice of Appeal or Motion

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 their status as derivative or naturalized United States citizens.

Form I-290B, Notice of Appeal or Motion, is primarily used to file:
1. An appeal with the Administrative Appeals Office (AAO); or 2. A motion with the U.S. Citizenship and Immigration Services (USCIS) office that issued the latest decision in your case (including a field office, service center, or the AAO).

Note: All documentation submitted in support of a USCIS application, petition, or request is subject to destruction after being scanned into USCIS electronic systems. Submitted documentation may include, but is not limited:

- Applications, Petitions, or Requests
- Supporting Documentation
- Unrequested Documentation

Specific Restrictions: Personally identifiable information. All records are protected from unauthorized access through appropriate administrative, physical, and technical safeguards. The safeguards include designating user roles and restricting access to those with a need-to-know to perform their official duties.

This schedule applies to applications, petitions, and requests regardless of original submission type (including applications, petitions, and requests that are adjudicated via USCIS electronic systems regardless of original submission type).

This schedule does not apply to applications, petitions, and requests already placed in Alien Files (A-Files). This schedule may include future forms (of similar use) or form name modifications, unless noted on future forms.

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
18	1	17	0

GAO Approval

Outline of Records Schedule Items for DAA-0566-2020-0013

Sequence Number	
1	I-290B and supporting documentation/evidence (appeal packets) filed to appeal long-term benefit requests (applications, petitions, or requests) (those lasting more than two years)
1.1	When approved Disposition Authority Number: DAA-0566-2020-0013-0001
1.2	When denied Disposition Authority Number: DAA-0566-2020-0013-0002
1.3	When abandoned Disposition Authority Number: DAA-0566-2020-0013-0003
1.4	When withdrawn Disposition Authority Number: DAA-0566-2020-0013-0004
1.5	When terminated Disposition Authority Number: DAA-0566-2020-0013-0005
1.6	When administratively closed Disposition Authority Number: DAA-0566-2020-0013-0006
1.7	When rejected for non-sufficient funds (NSF) Disposition Authority Number: DAA-0566-2020-0013-0007
1.8	When rejected by the lockbox Disposition Authority Number: DAA-0566-2020-0013-0008
1.9	When approved and not used Disposition Authority Number: DAA-0566-2020-0013-0009
2	I-290B and supporting documentation/evidence (appeal packets) filed to appeal short-term benefit requests (applications, petitions, or requests) (those lasting less than two years)
2.1	When approved Disposition Authority Number: DAA-0566-2020-0013-0010
2.2	When denied Disposition Authority Number: DAA-0566-2020-0013-0011
2.3	When abandoned Disposition Authority Number: DAA-0566-2020-0013-0012
2.4	When withdrawn Disposition Authority Number: DAA-0566-2020-0013-0013
2.5	When terminated Disposition Authority Number: DAA-0566-2020-0013-0014
2.6	When administratively closed Disposition Authority Number: DAA-0566-2020-0013-0015

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| 2.7 | When rejected for non-sufficient funds (NSF)
Disposition Authority Number: DAA-0566-2020-0013-0016 |
| 2.8 | When rejected by the Lockbox
Disposition Authority Number: DAA-0566-2020-0013-0017 |
| 2.9 | When approved and not used
Disposition Authority Number: DAA-0566-2020-0013-0018 |

Records Schedule Items

Sequence Number	
1	<p>I-290B and supporting documentation/evidence (appeal packets) filed to appeal long-term benefit requests (applications, petitions, or requests) (those lasting more than two years)</p>
1.1	<p>When approved</p> <p>Disposition Authority Number DAA-0566-2020-0013-0001</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? No</p> <p>Disposition Instruction</p> <p>Transfer to the National Archives for Accessioning Transfer to the National Archives 100 year(s) after the individual's date of birth (D)B)</p> <p>Additional Information</p> <p>What will be the date span of the initial transfer of records to the National Archives? Unknown The initial transfer will be in 2020 and will include individuals born before 1920</p> <p>How frequently will your agency transfer these records to the National Archives? Unknown Beginning in 2015 and every 5 years thereafter transfer to the National Archives files of individuals born 100 years earlier</p>
1.2	<p>When denied</p> <p>Disposition Authority Number DAA-0566-2020-0013-0002</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</p>

1.3

electronic format(s) other than e-mail and word processing?

Disposition Instruction

Retention Period Destroy 100 year(s) after the individual's date of birth (DOB)

Additional Information

GAO Approval Not Required

When abandoned

Disposition Authority Number DAA-0566-2020-0013-0003

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? No

Disposition Instruction

Retention Period Destroy 100 year(s) after the individuals date of birth (DOB)

Additional Information

GAO Approval Not Required

When withdrawn

Disposition Authority Number DAA-0566-2020-0013-0004

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? No

Disposition Instruction

Retention Period Destroy 100 year(s) after the individual's date of birth (DOB)

1.4

1.5	Additional Information	
	GAO Approval	Not Required
	When terminated	
	Disposition Authority Number	DAA-0566-2020-0013-0005
	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?	No
	Disposition Instruction	
	Retention Period	Destroy 100 year(s) after the individual's date of birth (DOB)
1.6	Additional Information	
	GAO Approval	Not Required
	When administratively closed	
	Disposition Authority Number	DAA-0566-2020-0013-0006
	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?	No
	Disposition Instruction	
	Retention Period	Destroy 100 year(s) after the individual's date of birth (DOB)
1.7	Additional Information	
	GAO Approval	Not Required
	When rejected for non-sufficient funds (NSF)	
	Disposition Authority Number	DAA-0566-2020-0013-0007
	Final Disposition	Temporary

1.8	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?	No
	Disposition Instruction	
	Retention Period	Destroy 2 year(s) after the date of the NSF notice
	Additional Information	
	GAO Approval	Not Required
	When rejected by the lockbox	
	Disposition Authority Number	DAA-0566-2020-0013-0008
	Final Disposition	Temporary
1.9	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?	No
	Disposition Instruction	
	Retention Period	Destroy 6 year(s) after date of rejection
	Additional Information	
	GAO Approval	Not Required
	When approved and not used	
	Disposition Authority Number	DAA-0566-2020-0013-0009
	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?	No	
Disposition Instruction		

	Retention Period	Destroy 10 year(s) after the date the visa becomes available
	Additional Information	
	GAO Approval	Not Required
2	I-290B and supporting documentation/evidence (appeal packets) filed to appeal short-term benefit requests (applications, petitions, or requests) (those lasting less than two years)	
2.1	When approved	
	Disposition Authority Number	DAA-0566-2020-0013-0010
	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?	No
	Disposition Instruction	
	Retention Period	Destroy between 3 year(s) and 10 year(s) after the date of the adjudicative decision
	Additional Information	
	GAO Approval	Not Required
2.2	When denied	
	Disposition Authority Number	DAA-0566-2020-0013-0011
	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?	No
	Disposition Instruction	
	Retention Period	Destroy between 3 year(s) and 10 year(s) after the date of the adjudicative decision
	Additional Information	

2.3	GAO Approval	Not Required
	When abandoned	
	Disposition Authority Number	DAA-0566-2020-0013-0012
	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?	No
	Disposition Instruction	
	Retention Period	Destroy between 3 year(s) and 10 year(s) after the date of the adjudicative decision
	Additional Information	
2.4	GAO Approval	Not Required
	When withdrawn	
	Disposition Authority Number	DAA-0566-2020-0013-0013
	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?	No
	Disposition Instruction	
	Retention Period	Destroy between 3 year(s) and 10 year(s) after the date of the adjudicative decision
	Additional Information	
2.5	GAO Approval	Not Required
	When terminated	
	Disposition Authority Number	DAA-0566-2020-0013-0014
	Final Disposition	Temporary
	Item Status	Active

2.6	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?	No
	Disposition Instruction	
	Retention Period	Destroy between 3 year(s) and 10 year(s) after the date of adjudicative decision
	Additional Information	
	GAO Approval	Not Required
	When administratively closed	
	Disposition Authority Number	DAA-0566-2020-0013-0015
	Final Disposition	Temporary
	Item Status	Active
2.7	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?	No
	Disposition Instruction	
	Retention Period	Destroy between 3 year(s) and 10 year(s) after the date of the adjudicative decision
	Additional Information	
	GAO Approval	Not Required
	When rejected for non-sufficient funds (NSF)	
	Disposition Authority Number	DAA-0566-2020-0013-0016
	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?	No	
Disposition Instruction		

2.8	Retention Period	Destroy 2 year(s) after the date of the NSF notice
	Additional Information	
	GAO Approval	Not Required
	When rejected by the Lockbox	
	Disposition Authority Number	DAA-0566-2020-0013-0017
	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?	No
	Disposition Instruction	
Retention Period	Destroy 6 year(s) after date of rejection	
2.9	Additional Information	
	GAO Approval	Not Required
	When approved and not used	
	Disposition Authority Number	DAA-0566-2020-0013-0018
	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?	No
	Disposition Instruction	
	Retention Period	Destroy between 3 year(s) and 10 year(s) after the date of the adjudicative decision
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
09/02/2020	Certify	Andrew Smith	Management and Program Analyst	USCIS - USCIS
04/23/2021	Submit for Concurrence	Rania Mahmoud	Appraisal Archivist	National Archives and Records Administration - Records Management Services
04/28/2021	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
05/03/2021	Concur	Laurence Brewer	Chief Records Officer	National Records and Archives Administration - National Records and Archives Administration
05/12/2021	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist