

## Request for Records Disposition Authority

Records Schedule Number	DAA-0566-2021-0004
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 of Decision Under Section 210 or 245A of the Immigration and Nationality Act
Internal agency concurrences will be provided	No
Background Information	<p>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.</p> <p>Notice of Appeal of Decision Under Section 210 or 245A of the Immigration and Nationality Act is used to file an appeal with the Administrative Appeals Office (AAO) regarding a denial of permanent residence, temporary residence or a waiver of grounds of inadmissibility under the amnesty program provisions of the Immigration Reform and Control Act of 1986 (IRCA).</p> <p>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 are not limited to:</p> <ul style="list-style-type: none"><li>• Applications, Petitions, or Requests</li><li>• Supporting Documentation</li><li>• Unrequested Documentation</li></ul> <p>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.</p>

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
8	1	7	0

#### GAO Approval

## Outline of Records Schedule Items for DAA-0566-2021-0004

Sequence Number	
1	I-694 and supporting documentation/evidence (appeal packets) filed to appeal benefit requests (applications, petitions, or requests).
1.1	When approved Disposition Authority Number: DAA-0566-2021-0004-0001
1.2	When denied Disposition Authority Number: DAA-0566-2021-0004-0002
1.3	When abandoned Disposition Authority Number: DAA-0566-2021-0004-0003
1.4	When withdrawn Disposition Authority Number: DAA-0566-2021-0004-0004
1.5	When terminated Disposition Authority Number: DAA-0566-2021-0004-0005
1.6	When administratively closed Disposition Authority Number: DAA-0566-2021-0004-0006
1.7	When rejected for non-sufficient funds (NSF) Disposition Authority Number: DAA-0566-2021-0004-0007
1.8	When rejected by the lockbox Disposition Authority Number: DAA-0566-2021-0004-0008

## Records Schedule Items

Sequence Number	
1	I-694 and supporting documentation/evidence (appeal packets) filed to appeal benefit requests (applications, petitions, or requests).
1.1	<p><b>When approved</b></p> <p>Disposition Authority Number      DAA-0566-2021-0004-0001</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><b>Disposition Instruction</b></p> <p>Transfer to the National Archives for Accessioning      Transfer to the National Archives 100 year(s) after the individual's date of birth (DOB)</p> <p><b>Additional Information</b></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 2025 and will include individuals born before 1925.</p> <p>How frequently will your agency transfer these records to the National Archives?      Unknown Transfer will occur every 5 years.</p>
1.2	<p><b>When denied</b></p> <p>Disposition Authority Number      DAA-0566-2021-0004-0002</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 electronic format(s) other than e-mail and word processing?      No</p>

1.3

**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-0566-2021-0004-0003

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-0566-2021-0004-0004

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)

**Additional Information**

GAO Approval Not Required

1.5	<b>When terminated</b>	
	Disposition Authority Number	DAA-0566-2021-0004-0005
	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
	<b>Disposition Instruction</b>	
	Retention Period	Destroy 100 year(s) after the individual's date of birth (DOB)
	<b>Additional Information</b>	
	GAO Approval	Not Required
1.6	<b>When administratively closed</b>	
	Disposition Authority Number	DAA-0566-2021-0004-0006
	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
	<b>Disposition Instruction</b>	
	Retention Period	Destroy 100 year(s) after the individual's date of birth (DOB)
	<b>Additional Information</b>	
	GAO Approval	Not Required
1.7	<b>When rejected for non-sufficient funds (NSF)</b>	
	Disposition Authority Number	DAA-0566-2021-0004-0007
	Final Disposition	Temporary
	Item Status	Active
	Is this item media neutral?	Yes

1.8

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-0566-2021-0004-0008

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?

No

Disposition Instruction

Retention Period

Destroy 6 year(s) after date of 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
04/05/2021	Certify	Andrew Smith	Management and Program Analyst	USCIS - USCIS
06/22/2021	Return for Revision	Ashby Crowder	Archives Specialist	National Archives and Records Administration - ACRA
06/28/2021	Submit For Certification	Tracy Hamblet	Program Analyst	IRIS - IIMD
08/30/2021	Certify	Andrew Smith	Management and Program Analyst	USCIS - USCIS
10/22/2021	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
02/08/2022	Submit for Concurrence	Ashby Crowder	Archives Specialist	National Archives and Records Administration - ACRA
02/09/2022	Return to Submitter	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
02/09/2022	Submit for Concurrence	Ashby Crowder	Archives Specialist	National Archives and Records Administration - ACRA
02/11/2022	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
02/15/2022	Concur	Laurence Brewer	Chief Records Officer	National Records and Archives Administration



				- National Records and Archives Administration
02/15/2022	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist