

## Request for Records Disposition Authority

Records Schedule Number DAA-0566-2021-0007

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 Time and Production Tracking Tools (TPTT)

Internal agency concurrences will be provided No

### Background Information

USCIS employs a combination of national and local Reporting Tools to track and monitor employee performance activities and labor hours. Whether entered manually or gathered through automatic systems, these data are used for managing workloads and providing statistical analyses. This schedule refers to both legacy and current performance management tools and is extended to cover any future enhancements or tracking tools, including those with modified names, that serve a similar purpose (including, but not limited to PAS, ePAS, eSTAT, and NOVA).

Production reports are used throughout the USCIS to plan, acquire, manage, and report on workload activities and to respond to public and legislative inquiries. Regional, district, and field offices also produce reports of workload and resource utilization data to meet internal management requirements.

TPTTs also include relevant portions of systems such as CHAMPS, CATS, and ROSS, which may have additional functionality covered by another schedule. TPTTs may gather information from USCIS electronic systems such as, but not limited to eCISCOR, CAMINO, CHAMPS, NFTS, ACMS and the USCIS online electronic filing system.

Production reports are used throughout the USCIS to plan, acquire, manage, and report on workload activities and to respond to public and legislative inquiries.

Regional, district, and field offices also produce reports of workload and resource utilization data to meet internal management requirements

Work production may be captured and consolidated through the Forms G-22 and G-23 (work Measurement Reports), which contain information collected manually or through one or more of the electronic means included on this schedule. The Forms G-22 and G-23 are also covered by this schedule.

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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

GAO Approval

## Outline of Records Schedule Items for DAA-0566-2021-0007

Sequence Number
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1
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Time and Production Tracking Tools (TPTT) Disposition Authority Number: DAA-0566-2021-0007-0001
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## Records Schedule Items

Sequence Number																	
1	<p data-bbox="342 380 967 415"><b>Time and Production Tracking Tools (TPTT)</b></p> <p data-bbox="342 432 1151 468">Disposition Authority Number      <b>DAA-0566-2021-0007-0001</b></p> <p data-bbox="342 489 1502 751">USCIS users maintain accounts which may include, but are not limited to, the following data fields: • Name • Position title, pay grade and next scheduled increase • Office location • Email address • Telephone number • Supervisor's name • Work schedule and leave hours • User IDs for external USCIS systems • Numbers of actions on cases, time spent on work activities. Supervisors can view the accounts of team members, review production or schedule data, and make account corrections.</p> <table data-bbox="342 772 919 1150"><tr><td data-bbox="342 772 542 804">Final Disposition</td><td data-bbox="760 772 919 804"><b>Temporary</b></td></tr><tr><td data-bbox="342 825 483 856">Item Status</td><td data-bbox="760 825 850 856"><b>Active</b></td></tr><tr><td data-bbox="342 877 656 909">Is this item media neutral?</td><td data-bbox="760 877 818 909"><b>Yes</b></td></tr><tr><td data-bbox="342 930 732 1056">Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?</td><td data-bbox="760 930 802 961"><b>No</b></td></tr><tr><td data-bbox="342 1077 699 1140">GRS or Superseded Authority Citation</td><td data-bbox="760 1077 1045 1150"><b>NC1-085-78-005 / 1 NC1-085-78-005 / 2</b></td></tr></table> <p data-bbox="342 1192 659 1224"><b>Disposition Instruction</b></p> <table data-bbox="342 1245 1252 1339"><tr><td data-bbox="342 1245 548 1276">Cutoff Instruction</td><td data-bbox="760 1245 1252 1276"><b>Cut off upon last completed action.</b></td></tr><tr><td data-bbox="342 1297 542 1329">Retention Period</td><td data-bbox="760 1297 1192 1339"><b>Destroy 15 year(s) after cutoff.</b></td></tr></table> <p data-bbox="342 1371 656 1402"><b>Additional Information</b></p> <table data-bbox="342 1423 951 1465"><tr><td data-bbox="342 1423 516 1455">GAO Approval</td><td data-bbox="760 1423 951 1465"><b>Not Required</b></td></tr></table>	Final Disposition	<b>Temporary</b>	Item Status	<b>Active</b>	Is this item media neutral?	<b>Yes</b>	Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	<b>No</b>	GRS or Superseded Authority Citation	<b>NC1-085-78-005 / 1 NC1-085-78-005 / 2</b>	Cutoff Instruction	<b>Cut off upon last completed action.</b>	Retention Period	<b>Destroy 15 year(s) after cutoff.</b>	GAO Approval	<b>Not Required</b>
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GAO Approval	<b>Not Required</b>																

## 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
05/19/2021	Return to Submitter	Tracy Hamblet	Program Analyst	IRIS - IIMD
05/19/2021	Return to Submitter	Tracy Hamblet	Program Analyst	IRIS - IIMD
09/17/2021	Return to Submitter	Andrew Smith	Management and Program Analyst	USCIS - USCIS
09/17/2021	Certify	Andrew Smith	Management and Program Analyst	USCIS - USCIS
09/20/2021	Return for Revision	Ashby Crowder	Archives Specialist	National Archives and Records Administration - ACRA
09/20/2021	Submit For Certification	Tracy Hamblet	Program Analyst	IRIS - IIMD
12/03/2021	Certify	Tracy Hamblet	Program Analyst	IRIS - IIMD
01/03/2022	Return for Revision	Ashby Crowder	Archives Specialist	National Archives and Records Administration - ACRA
01/04/2022	Submit For Certification	Tracy Hamblet	Program Analyst	IRIS - IIMD
01/05/2022	Certify	Andrew Smith	Management and Program Analyst	USCIS - USCIS
01/05/2022	Return for Revision	Ashby Crowder	Archives Specialist	National Archives and Records Administration - ACRA
01/05/2022	Submit For Certification	Tracy Hamblet	Program Analyst	IRIS - IIMD
01/05/2022	Certify	Andrew Smith	Management and Program Analyst	USCIS - USCIS
01/05/2022	Return for Revision	Ashby Crowder	Archives Specialist	National Archives and Records Administration - ACRA

02/09/2022	Submit For Certification	Tracy Hamblet	Program Analyst	IRIS - IIMD
02/09/2022	Certify	Tracy Hamblet	Program Analyst	IRIS - IIMD
02/10/2022	Return for Revision	Ashby Crowder	Archives Specialist	National Archives and Records Administration - ACRA
02/18/2022	Submit For Certification	Tracy Hamblet	Program Analyst	IRIS - IIMD
02/18/2022	Certify	Tracy Hamblet	Program Analyst	IRIS - IIMD
06/29/2022	Submit for Concurrence	Ashby Crowder	Archives Specialist	National Archives and Records Administration - ACRA
07/06/2022	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
07/06/2022	Concur	Laurence Brewer	Chief Records Officer	National Records and Archives Administration - National Records and Archives Administration
07/12/2022	Approve	Debra Wall	Deputy Archivist	National Archives and Records Administration - ND Archives I Office