

Request for Records Disposition Authority

Records Schedule Number DAA-0566-2022-0008

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 I-941 Application for Entrepreneur Parole

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.

Parole allows an eligible person the ability to be physically present in the United States for a limited time period and specific purpose based upon specific rationale. A person who has been “paroled” into the country has not been admitted to the United States and remains an “applicant for admission” even while paroled.

Form related to Entrepreneur Parole (and supporting documentation/ evidence) is related to adjudication of Entrepreneur Parole, (this list could include future forms or form name modifications, unless noted on future forms):

- Form I-941, Application for Entrepreneur Parole

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
8	0	8	0

GAO Approval

Outline of Records Schedule Items for DAA-0566-2022-0008

Sequence Number	
1	Benefit Requests and supporting Documentation/Evidence (application packets) Related to Short-Term Employment-Based Benefits
1.1	When APPROVED Disposition Authority Number: DAA-0566-2022-0008-0001
1.2	When DENIED Disposition Authority Number: DAA-0566-2022-0008-0002
1.3	When Abandoned Disposition Authority Number: DAA-0566-2022-0008-0003
1.4	When Withdrawn Disposition Authority Number: DAA-0566-2022-0008-0004
1.5	When Terminated Disposition Authority Number: DAA-0566-2022-0008-0005
1.6	When Administratively Closed Disposition Authority Number: DAA-0566-2022-0008-0006
1.7	When Rejected for Non-Sufficient Funds (NSF) Disposition Authority Number: DAA-0566-2022-0008-0007
1.8	When Rejected by the Lockbox Disposition Authority Number: DAA-0566-2022-0008-0008

Records Schedule Items

Sequence Number	
1	Benefit Requests and supporting Documentation/Evidence (application packets) Related to Short-Term Employment-Based Benefits
1.1	<p>When APPROVED</p> <p>Disposition Authority Number DAA-0566-2022-0008-0001</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? Yes</p> <p>Do any of the records covered by this item exist as structured electronic data? Yes</p> <p>Disposition Instruction</p> <p>Retention Period Destroy 10 year(s) after adjudication decision.</p> <p>Additional Information</p> <p>GAO Approval Not Required</p>
1.2	<p>When DENIED</p> <p>Disposition Authority Number DAA-0566-2022-0008-0002</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? Yes</p> <p>Do any of the records covered by this item exist as structured electronic data? Yes</p> <p>Disposition Instruction</p> <p>Retention Period Destroy 10 year(s) after adjudication decision.</p>

1.3

Additional Information

GAO Approval Not Required

When Abandoned

Disposition Authority Number DAA-0566-2022-0008-0003

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 Destroy 10 year(s) after adjudication decision.

Additional Information

GAO Approval Not Required

1.4

When Withdrawn

Disposition Authority Number DAA-0566-2022-0008-0004

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 10 year(s) after adjudication decision.

Additional Information

GAO Approval Not Required

1.5

When Terminated

Disposition Authority Number **DAA-0566-2022-0008-0005**

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 10 year(s) after adjudication decision.**

Additional Information

GAO Approval **Not Required**

1.6

When Administratively Closed

Disposition Authority Number **DAA-0566-2022-0008-0006**

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 10 year(s) after adjudication decision.**

Additional Information

GAO Approval **Not Required**

1.7

When Rejected for Non-Sufficient Fnds (NSF)

Disposition Authority Number **DAA-0566-2022-0008-0007**

1.8	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	
	GAO Approval	Not Required
	When Rejected by the Lockbox	
	Disposition Authority Number	DAA-0566-2022-0008-0008
	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 6 year(s) after the date of Rejection by LOCKBOX.
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
03/14/2022	Certify	Tracy Hamblet	Program Analyst	IRIS - IIMD
04/18/2022	Return for Revision	Ashby Crowder	Archives Specialist	National Archives and Records Administration - ACRA
04/19/2022	Submit For Certification	Tracy Hamblet	Program Analyst	IRIS - IIMD
04/19/2022	Certify	Tracy Hamblet	Program Analyst	IRIS - IIMD
04/19/2022	Return for Revision	Ashby Crowder	Archives Specialist	National Archives and Records Administration - ACRA
04/20/2022	Submit For Certification	Tracy Hamblet	Program Analyst	IRIS - IIMD
04/20/2022	Certify	Tracy Hamblet	Program Analyst	IRIS - IIMD
09/12/2022	Submit for Concurrence	Ashby Crowder	Archives Specialist	National Archives and Records Administration - ACRA
09/14/2022	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
09/14/2022	Concur	Laurence Brewer	Chief Records Officer	National Records and Archives Administration - National Records and Archives Administration
09/14/2022	Approve	Debra Wall	Deputy Archivist	National Archives and Records Administration - ND Archives I Office