

National Archives and Records Administration  
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0566-2022-0026

Status: APPROVED  
Date Approved: 02/09/2024

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## 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-wide   |
| Schedule Subject                | Asylum and NACARA benefit applications when not accepted for being incomplete or otherwise improperly filed   |
| Additional Schedule Information | <p>U.S. Citizenship and Immigration Services (USCIS) is the government agency that oversees lawful immigration to the United States. As part of its mission, USCIS administers the Asylum Program, which provides protection to qualified individuals in the United States who have suffered past persecution or have a well-founded fear of future persecution in his or her country of origin.</p> <p>USCIS is responsible for the adjudication of the benefit program established by Section 203 of the Nicaraguan Adjustment and Central American Relief Act (NACARA). USCIS uses Forms I-589 (Application for Asylum and for Withholding of Removal). Withholding of removal requests are submitted to the Executive Office of Immigration Review (EOIR) and considered by an Immigration Judge when submitted during proceedings. USCIS does not adjudicate withholding of removal requests. (USCIS may revise filing instructions/requirements at any time.)</p> <p>Forms I-589 may also be filed with the EOIR during immigration proceedings.</p> <p>The I-589 collects basic information about the applicant and any derivative family members, including, but not limited to the applicant's:</p> <ul style="list-style-type: none"><li>• A-number</li><li>• Social Security Number</li><li>• USCIS Online Account Number</li><li>• Current name and former names or aliases</li><li>• Current and former addresses</li><li>• Contact information</li><li>• Gender</li></ul> |

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- Marital status
- Language
- Religion
- Ethnicity and Nationality
- Travel history, passport information and entries into the United States
- Educational, residential and employment history

This schedule may cover future forms in this status, including those with modified form names or numbers that serve the same purpose. Asylum and benefit requests in other statuses are scheduled in DAA-0566-2017-0011.

USCIS may change/modify filing requirements at any time.

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Is There a Classified Version of This Schedule?

No

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Is consultation and coordination with Tribal Governments required?

No- The records covered by this schedule do not implicate Tribal interests

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## Item Count

Total number of disposition items: 1

Number of Temporary disposition items: 1

Number of Permanent disposition items: 0

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-0566-2022-0026

| <b>Item #</b> | <b>Title</b>  | <b>Disposition</b> |
|---------------|---|--------------------|
| 0001          | Asylum and NACARA benefit applications when not accepted for being incomplete or otherwise improperly filed | Temporary          |

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Records Schedule Items

|   |  |                       |
|---|--|-----------------------|
| <b>DAA-0566-2022-0026-0001</b>  |  | <b>STATUS: Active</b> |
| <b>ITEM GENERAL INFORMATION</b>   |  |                       |
| Item Title  | Asylum and NACARA benefit applications when not accepted for being incomplete or otherwise improperly filed  |                       |
| Item Description  | When a benefit receipt file containing the submitted forms and evidence is created in an electronic filing system, a corresponding record is created in the Global case management system. However, it is possible that the filed benefit is not acceptable or rejected, due to the form being incomplete, ineligible for electronic filing, or some other factor that causes the benefit to be not accepted on some basis other than facts of the case. |                       |
| Is this item media neutral?   | Yes  |                       |
| Is this item a Big Bucket?  | No   |                       |
| <b>SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS</b>       |  |                       |
| Does this item supersede existing disposition authorities?                | No   |                       |
| Is this item a deviation from the GRS?                                    | No   |                       |
| <b>DISPOSITION INSTRUCTION</b>  |  |                       |
| Final Disposition   | Temporary  |                       |
| Retention Period  | Destroy 2 year(s) after the request is Rejected or not accepted after Digital Filing.  |                       |
| <b>ADDITIONAL INFORMATION</b>   |  |                       |
| Are any of the records covered by this item national security classified? | No   |                       |
| GAO Approval Required   | Requested and Received   |                       |

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Signatory Information

| <b>Action</b> | <b>User</b>    | <b>Date</b> |
|---------------|----------------|-------------|
| Accept        | Ashby Crowder  | 01/10/2024  |
| Approve       | Colleen Shogan | 02/09/2024  |