

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER N1-566-06 - 2	
To. NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received 3.9.2006	
1 FROM (Agency or establishment) Department of Homeland Security		NOTIFICATION TO AGENCY	
2 MAJOR SUBDIVISION U S Citizenship and Immigration Services (USCIS)		In accordance with the provisions of 44 U S C 3303a, the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
3 MINOR SUBDIVISION			
4 NAME OF PERSON WITH WHOM TO CONFER Teddy Davis	5 TELEPHONE NUMBER 202-305-4695	DATE 3/9/06	ARCHIVIST OF THE UNITED STATES Allen Wanta
6 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 on the attached <u>1</u> page(s) are not needed now for the business for this agency or will not be needed after the retention periods specified, and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, <input checked="" type="checkbox"/> is not required <input type="checkbox"/> is attached, or <input type="checkbox"/> has been requested			
DATE 3-9-06	SIGNATURE OF AGENCY REPRESENTATIVE Marian Smith <i>Marian R Smith</i>		TITLE Records Officer
7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
1.	Microfilm Digitization Application System (MIDAS) Applicability: Agency-wide Description: MIDAS is a mission-critical online interactive application system that provides an automated means for searching and retrieving immigrant records MIDAS contains records of all immigrants who (1) naturalized between 1906 and 1975 and/or (2) arrived in the United States between June 20, 1924 and 1975 The system also contains references to some immigrants whose cases were active at any time between 1893 and 1957 There are approximately 60 million back files on deteriorating microfilm MIDAS allows for the transfer of this information and images contained on the deteriorating microfilm to a more stable medium Specific restrictions All records in MIDAS are protected from unauthorized access through appropriate administrative, physical, and technical safeguards These safeguards include restricting access to those with a need-to-know to perform their official duties, using locks and alarm devices, passwords, and/or encrypted data communications Vital record: Yes Specific legal requirements: 8 U S C Chapter 12		

Disposition information:

- a System Inputs INS Master Index (microfilmed system of index cards containing personal name indices to information on naturalizations, derivative citizenship, arrivals, expulsions, exclusions, lawful entry, and other topics) Form AR-2 (Alien Registration Form), 1940-1944

N1-85-91-3

DISPOSITION PERMANENT Transfer to the National Archives when no longer needed for agency business

- b Master File Types of data elements include information on individuals such as name (last, first, middle, date of birth, place of birth, A-File number, and C-File number

DISPOSITION PERMANENT Transfer immediately to the National Archives a copy of extracted database covering files of persons born prior to 1907 in accordance with 36 CFR § 1228.270 Beginning in 2012 and every (5) five years thereafter, transfer a copy of extracted database covering files of persons born 100 years earlier (For example In 2012, transfer copy of extracted database covering files of persons born between 1907 and 1912)

- c System outputs User statistical reports and ad hoc reports

DISPOSITION TEMPORARY Destroy/Delete when no longer needed for agency business

- d System documentation Regardless of medium, record layouts, technical description of the files, data dictionaries, operational manuals

DISPOSITION PERMANENT Transfer to the National Archives along with the system data as indicated in item 1b above

- 2. Electronic Mail and Word Processing: Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by other items in this schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.

- a Copies that have no further administrative value after the recordkeeping copy has been produced. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other directories on hard disk or network drives, and copies on shared network drives that are used

<p>only to produce the recordkeeping copy.</p> <p>TEMPORARY. Destroy/Delete 180 days after the recordkeeping copy has been produced.</p> <p>b. Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy.</p> <p>TEMPORARY. Destroy/Delete when dissemination, revision, or updating is complete.</p>		
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Privacy Act Restriction: 552a (b) (3). The Secretary of Homeland Security has exempted this system from subsections (c) (3) and (4), (d), (e) (1), (2) and (3), (e) (4)(G) and (H), (e) (5) and (8) and (g) of the Privacy Act. These exemptions apply only to the extent that records in the system are subject to exemption pursuant to 5 U.S.C. 552a(j) (2) and (k) (2). The Department of Homeland Security has published implementing regulations in accordance with the requirements of 5 U.S.C. 553 (b), (c), and (e) and these have been published in the Federal Register and can be found at 6 CFR Appendix C to Part 5.