

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER N1-566-08-4	
To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received 2/20/08	
1. FROM (Agency or establishment) Department of Homeland Security		NOTIFICATION TO AGENCY	
2. MAJOR SUBDIVISION U.S. Citizenship and Immigration Service		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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 Brian Lutz	5. TELEPHONE NUMBER 202-272-1518	DATE 4/6/08	ARCHIVIST OF THE UNITED STATES <i>[Signature]</i>
<p>6. AGENCY CERTIFICATION</p> <p>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 ___ 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,</p> <p><input checked="" type="checkbox"/> is not required <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.</p>			
DATE 02/07/2008	SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i>		TITLE USCIS Records Officer
7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	Director and Deputy Director's Files (See attached sheets)		
<p><i>LE 4/11/08 Copresent to Agency, NWMD, NWME, NWMW, NWES, NWCT, NR</i></p>			

Records of the USCIS Director and Deputy Director

1. ~~Records documenting the accomplishments, programs, activities, and projects of the Director and Deputy Director. Includes calendars, appointment books, itineraries, schedules, briefing books, binders, logs, letters of invitation and thanks, and other records documenting meetings, appointments, telephone calls, trips, visits, seminars, and other activities that contain unique and substantive information relating to official activities of the Director and Deputy Director.~~

~~Disposition: PERMANENT. Cut off files after the departure of the Director and Deputy Director and retire to offsite storage. Transfer to the National Archives 5 years after cutoff. If electronic, transfer to the National Archives immediately. *see next page*~~

2. ~~General Correspondence Files. Incoming and outgoing correspondence of the Director/Deputy Director. Correspondence files of all types, arranged chronologically without regard to subject or content, used primarily as a reading or reference file.~~

~~Disposition: PERMANENT. Cut off files after the departure of the Director and Deputy Director and retire to offsite storage. Transfer to the National Archives 5 years after cutoff. If electronic, transfer to the National Archives immediately. *see next page*~~

3. ~~Congressional Correspondence Files. Communications and correspondence received from and responded to members of Congress, Congressional Committees, and the White House. These files are related to a variety of inquiries about USCIS programs, policies, and legislative proposals.~~

~~Disposition: PERMANENT. Cut off files after the departure of the Director and Deputy Director and retire to offsite storage. Transfer to the National Archives 5 years after cutoff. If electronic, transfer to the National Archives immediately. *see next page*~~

4. ~~Biographical Sketches and Portraits. Files containing biographical material with photographs of the Director and Deputy Director.~~

~~Disposition: PERMANENT. Cut off files after the departure of the Director and Deputy Director and transfer to the National Archives. *see next page*~~

5. ~~Audiovisual Files. A collection of audiovisual material from various sources within USCIS documenting significant events attended by the Director or Deputy Director. Includes motion pictures, audio tapes, video recordings, and still photography.~~

~~Disposition: PERMANENT. Cut off files after the departure of the Director and Deputy Director. Transfer to the National Archives when 2 years old or when no longer needed, whichever is sooner. *see next page*~~

NOTE: Disposition instructions apply to all the described records covered by this schedule regardless of physical media.

INACTIVE - ALL ITEMS SUPERSEDED

Item 1

Superseded by job / item number:

DAA-0563-2013-0005-0002, -0009 thru -0013

Date (MM/DD/YYYY):

07/17/2014

Item 2

Superseded by job / item number:

DAA-0563-2013-0005-0003

Date (MM/DD/YYYY):

07/17/2014

Item 3

Superseded by job / item number:

DAA-0563-2013-0005-0003

Date (MM/DD/YYYY):

07/17/2014

Item 4

Superseded by job / item number:

DAA-0563-2012-0002-0001

Date (MM/DD/YYYY):

04/22/2014

Item 5

Superseded by job / item number:

DAA-0563-2012-0002-0015+0016

Date (MM/DD/YYYY):

04/22/2014

INACTIVE - ALL ITEMS SUPERSEDED