

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER <i>NI-566-08-6</i>	
To: NATIONAL ARCHIVES and RECORDS ADMINISTRATION 8601 Adelphi Road, College Park, MD 20740-6001		DATE RECEIVED <i>4/3/08</i>	
1. FROM (Agency or establishment) Department of Homeland Security		NOTIFICATION TO AGENCY 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 <input type="checkbox"/> disposition not approved <input type="checkbox"/> or <input type="checkbox"/> withdrawn <input type="checkbox"/> in column 10.	
2 MAJOR SUBDIVISION Citizen and Immigration Services (CIS)			
3 MINOR SUBDIVISION Refugee Affairs, Asylum and Office of International Operations			
4 NAME OF PERSON WITH WHOM TO CONFER Rosa R Urquiola	5 TELEPHONE 202 272 8153	DATE <i>6/22/08</i>	ARCHIVIST OF THE UNITED STATES <i>Allen Weinstock</i>
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 _ page(s) are not needed now for the business of 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, <i>11/15/07</i> <input checked="" type="checkbox"/> is not required, <input type="checkbox"/> is attached, or <input type="checkbox"/> has been requested			
DATE 04/02/2008	SIGNATURE OF AGENCY REPRESENTATIVE <i>Rosa R Urquiola</i>		TITLE Records Officer
7 Item No	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION See attached USCIS/RAIO Records Retention Schedule for Parole Case Tracking System (PCTS)	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)

sd 7/2/08 copies sat to Agency, NWMU, NR

SF-115 Continued

Parole Case Tracking System (PCTS)

The PCTS supports the adjudication of parole requests for individuals outside of the United States (US). The system generates notices, forms and authorizations for parole and re-paroles, denial and approval letters, requests for additional information, cables and memoranda that are sent to US embassies and DHS offices throughout the world. The system tracks the receipt of request and the status of each request and generates a wide demographic and statistical reports.

A. Input

GNS 20, ITEM 2

Information in the system consists of personal, identifying, and biographical information on applicants that is extracted from the following forms:

1. I-131 "Application for Travel Document"
2. G-28 "Notice of Entry of Appearance as Attorney or Representative"

Additional information:

1. Supporting documentation
2. Texts of emails, letters and other documents
3. Narrative justification for decision
4. Adjudicator notes

DISPOSITION: Temporary. **Delete/destroy** when data has been entered into the Master File and verified. This disposition applies only to input documents that are not considered Receipt File or A-File content (Input that becomes part of a Receipt File or A-File must be retained according to the specific retention schedules governing their disposition).

B. Master File/Data

The PCTS database includes information on individuals requesting humanitarian and significant public benefit parole, contact information on the petitioner (public and/or attorneys), narrative justification for decisions on the parole request, adjudicator notes, additional information and pertaining to the approval or denial of parole.

DISPOSITION: Temporary. **Delete/destroy** twenty-five (25) years after final decision has been made on the individual case.

C. Output

AD HOC REPORTS

GNS 20, ITEM 16

The system outputs include notices, forms and authorizations for parole and re-paroles, denial and approval letters, information requests, receipt letters, cables and memos that are sent to US embassies and DHS offices throughout the world and a wide range of demographics and statistical reports

DISPOSITION: Temporary. **Delete/destroy** when no longer needed for reference purposes. This disposition applies only to output documents that are not considered Receipt File or A-File content. (Output that becomes part of a Receipt File or A-File must be retained according to the specific retention schedules governing their disposition).

D. System Documentation

GNS 20, ITEM 11

System lifecycle development documents, including: Systems specification, file specification, data layout documentation and information-tracking documentation relating to the database.

DISPOSITION: Temporary. **Delete/destroy** when system is superseded or when no longer needed for reference purposes.

Thomas Cotter - Memo to File re: N1-566-08-6

From: Thomas Cotter
To: Cotter, Thomas
Subject: Memo to File re: N1-566-08-6

On June 10, 2008 I spoke via telephone with Brian Lutz and Cheryl Becker from the Office of Records, DHS/USCIS regarding the Parole Case Tracking System (PCTS). I was informed by them that the data in PCTS is not comprehensive. Furthermore, they informed me that a more accurate and complete set of data can be obtained by accessing the A-File, which is proposed for permanent retention under Job Number N1-566-08-11.