

INACTIVE - ALL ITEMS SUPERSEDED

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 withdrawn 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 W...</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, 7/13/07... <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 GRS OR SUPERSEDED JOB CITATION	10.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)

SA 7/2/08 copy sent to Agency, NMMU, NR

115-109

PREVIOUS EDITION NOT USABLE

STANDARD FORM SF 115 (REV. 3-91)
Prescribed by NARA 36 CFR 1228

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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

GAS 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).

NI-567-11-006

02/06/2012

Superseded by:

NI-566-12-06

DATE (MM/DD/YYYY):

04/17/2013

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

GAS 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

GAS 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.