

REQUEST FOR RECORDS DISPOSITION AUTHORITY		(LEAVE BLANK)	
To. NATIONAL ARCHIVES and RECORDS ADMINISTRATION WASHINGTON, DC 20408		JOB NUMBER	<i>NI-566-08-7</i>
1 FROM (Agency or establishment) Department of Homeland Security		DATE RECEIVED	<i>4/3/08</i>
2 MAJOR SUBDIVISION Citizen and Immigration Services (CIS)		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 withdrawn 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	
3 MINOR SUBDIVISION Verification Division (VER)			
4 NAME OF PERSON WITH WHOM TO CONFER Nadia Khawaja	5 TELEPHONE 202-358-7795	DATE <i>6/5/08</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 <u>2</u> 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, <input checked="" type="checkbox"/> is not required; <input type="checkbox"/> is attached, or <input type="checkbox"/> has been requested			
DATE <i>04/02/2008</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>Buen...</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7 Item No	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	See attached CIS Records Retention Schedule for. Verification Information System (VIS)		

115-109

PREVIOUS EDITION NOT USABLE

STANDARD FORM SF 115 (REV 3-91)

Prescribed by NARA 36 CFR 1228

SA 6/12/08 copies sent to Agency, NMMW, NR

Citizen and Immigration Services (CIS) Verification Information System (VIS) VIS is the technical infrastructure supporting two key programs, the E-Verify program and the Systematic Alien Verification for Entitlements (SAVE) Program. E-Verify allows participating employers to electronically verify the employment eligibility of all newly hired employees. The SAVE program allows government benefit granting agencies and licensing bureaus the ability to verify immigration status of individuals seeking government benefits before granting benefits. Input is derived originally from the employee/benefit applicant and employer/benefit granting organization. This information is then compared against information from existing government systems.

A. Input.

GRS 20, ITEM 2

1. VIS includes information on individuals to be screened by VIS, including identifying information such as name, date of birth, gender, nationality, visa status, photograph and social security number and other information as required on Form I-9. Information may also include data such as contact information for parties requesting screening, e.g., employers and benefit granting agencies.
2. Government Data. citizenship, immigration, and employment status information from several DHS and non-DHS systems of records, including records contained in such systems as the U.S. Customs and Border Protection (CBP) Treasury Enforcement Communication Systems (TECS), USCIS's Biometric Storage System (BSS), the Redesigned Naturalization Automated Caseworker Systems (RNACS), the Computer Linked Application Information Management System (CLAIMS 3 and 4), the Central Index System (CIS), Immigration and Customs Enforcement's (ICE) Student and Exchange Visitor Information System (SEVIS), and the Social Security Administration's (SSA) NUMIDENT System.

DISPOSITION: Temporary. **Delete/destroy** when data has been entered into the Master File, or when no longer needed to support reconstruction of, or serve as a back up to the Master File, whichever is later. This disposition instruction is media neutral, it applies regardless of the media or format of the records. Input may be placed directly into the Master File from other systems or may be collected using forms of various media types or as copies of original documents. The disposition applies to input that are not placed directly into VIS such as copies of original documents.

B. Master File/ Data.

Information contained in the Persistent Database includes information from individuals and Government Data that is used in support of E-Verify and SAVE program missions. In addition, the list of individuals and associated data necessarily for addressing challenges to potential mismatches will be maintained in the Master File to facilitate the screening process and minimize the number of individuals erroneously identified as ineligible for employment within the United States.

DISPOSITION. Temporary **Destroy/delete** ten (10) years after final match determination

C. Output.

GRS 20, ITEM 16

Matching Results: Records created based on a VIS query relating to a match or non-match of an employee or applicant.

DISPOSITION: Temporary. **Destroy/delete** ten (10) years after final match determination.

2. System Audit Files: Records relating to the operational history of the VIS technical environment recorded to ensure compliance with business and technical requirements.

DISPOSITION: Temporary. **Destroy/delete** seven (7) years after creation of the records.

3. Program Inspection and Audit Files: Records relating to internal audits of the E-Verify and SAVE Programs. Audits will include samples of data taken from the various inputs and outputs of the VIS system, including information on individuals screened by or requesting screening by VIS, government data, matching histories, and log files. Audits will also include additional information, which may be used in auditing the effectiveness of Verification Programs.

DISPOSITION: Temporary. **Destroy/delete** two (2) years after the audit is complete.

4. Reports: Standard or ad hoc reports relating to VIS operations

DISPOSITION: Temporary. **Destroy/delete** when the agency determines that they are no longer needed for administrative, legal, audit, or other operational purposes.

D. System Documentation.

GRS 20, ITEM 11

1. Documentation: System lifecycle development documents, including: Systems specifications, file specifications, data layout documentation, and information-tracking documentation (regardless of media) relating to the Persistent Database.

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

2. Planning and Implementation Files: Records reflecting the history and major policy decisions regarding the creation and implementation of VER Programs.

DISPOSITION: Temporary. **Delete/destroy** when the agency determines that they are no longer needed for administrative, legal, audit, or other operational purposes.

3. Test Records: Electronic files or records created solely to test system performance, as well as hard copy printouts and related documentation for the electronic files/records.

DISPOSITION: Temporary. **Delete/destroy** when the agency determines that they are no longer needed for administrative, legal, audit, or other operational purposes. GRS 20.