

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b>		JOB NUMBER <i>NI-566-08-15</i>	
To: NATIONAL ARCHIVES and RECORDS ADMINISTRATION 8601 Adelphi Road, College Park, MD 20740-6001		DATE RECEIVED <i>4/29/08</i>	
1. FROM (Agency or establishment)  Department of Homeland Security		<b>NOTIFICATION TO AGENCY</b>  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 withdrawn 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  Office of Field Services			
4. NAME OF PERSON WITH WHOM TO CONFER  Bobby L. Porter	5. TELEPHONE  202-272-1044	DATE  <i>8-28-08</i>	ARCHIVIST OF THE UNITED STATES  <i>Adrienne C. Thomas</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"/> X is not required; <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.			
DATE  <i>4-18-08</i>	SIGNATURE OF AGENCY REPRESENTATIVE  <i>Bun [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 GRS OR SUPERSEDED JOB CITATION	10.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)
	<b>USCIS REENGINEERED NATURALIZATION APPLICATION CASEWORK SYSTEM (RNACS)</b>  The Reengineered Naturalization Application Casework System (RNACS), is an electronics tracking system implemented at various citizenship and immigration service offices service-wide to process and track applications associated with naturalization and/or citizenship; the data in the RNACS system is downloaded to the Central Index System.  RNACS enables citizenship and immigration branches to: - Determine the status of pending application for naturalization/citizenship; -Print naturalization/citizenship certificates; -Print notices for the applicants and their attorneys  <b>SPECIFIC RESTRICTIONS:</b> None  <b>VITAL RECORD:</b> Yes		

**Specific Legal Requirements:** 8 USC §§ 1101, 1427, 1428, 1439, 1440 and 1443; Sections 316(b), 317, 319, 320, 322, 336, and 274C of the Immigration and Nationality Act; and Public Law 101-249

**1. INPUTS**

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

- N-400 - Application for Naturalization
- N-565 - Application for Replacement Naturalization and Citizenship Document
- N-600 - Application for Citizenship
- N-600K - Application for Citizenship & Issuance of Certificate under Section 322
- N-643 - Application for Certificate of Citizenship on Behalf of an Adopted Child

**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).

**2. MASTER FILE:**

Types of data elements include name, address, sex, birth date, nationality, marital status, A-file number, occupation, employment information, social security number, and information regarding family members and relatives.

**DISPOSITION: Temporary.** Delete/Destroy electronic data in the RNACS repository 15 years after last completed action.

**3. OUTPUTS:**

Includes Naturalization/Citizenship certificates, Receipt Notices, Interview and Oath Scheduling Notices and canned reports.

**DISPOSITION: Temporary.** Delete/Destroy when no longer needed for agency business.

**4. SYSTEM DOCUMENTATION:**

**DISPOSITION: Temporary.** Destroy/delete when the system is superseded, obsolete, or no longer needed for agency business.

**Privacy Act Restriction: 552a (b)(3)**

*GAS 20  
ITEM 2*

*GAS 20  
ITEM 12, 16*

*GAS 20,  
ITEM 11*

**RECOMMENDATION TO THE ARCHIVIST ON  
RECORDS DISPOSITION REQUEST**

Job No. N1-566-08-15

Item Count: 1

**SUMMARY**

Job Number N1-566-08-15, submitted by the Department of Homeland Security (DHS), U.S. Citizenship and Immigration Services (USCIS), provides for the disposition of one series of records accumulated by the Reengineered Naturalization Application System (RNACS). RNACS is an administrative tool, used for file tracking purposes. Data in the master file merits a temporary disposition, as it is duplicative data captured in the Central Index System (CIS), approved for permanent retention under Job Number NC1-85-79-3.

The proposed retention period appears sufficient for the protection of legal rights and interests and is adequate as far as government accountability is concerned. Notice of this job was published in the *Federal Register* as required and no requests for a copy of the schedule were received. I recommend approval of this job as written.

**RECOMMENDATION**

- 1. APPROVED FOR DISPOSAL. The records described under all items of the schedule, except those that may be listed in blocks 2, 3, and 4 of this section, are disposable because they do not, or will not after the lapse of the period specified, have sufficient administrative, legal, research or other value to warrant their continued preservation by the Government.
- 2. APPROVED FOR PERMANENT RETENTION. The records described under the following item or items have been appraised by the National Archives and Records Administration (NARA) and are determined to have sufficient historical or other value to warrant their continued preservation by the United States Government. The agency will transfer these records to the National Archives as specified.
- 3. DISPOSITION NOT APPROVED. The records described under the following item or items are not approved for disposition.
- 4. WITHDRAWN. The records described under the following item or items have been withdrawn at the request of the agency and/or NARA.

**FEDERAL REGISTER NOTICE**

Not required.

Required — Publication Date: 7/15/2008  
Copies Requested: 0  
Comments Received: 0

SIGNATURE	TITLE	SIGNATURE	DATE
<i>Michael D. ... 8/22/08</i>	Appraiser	<i>Thomas J. Carter</i>	8/21/2008
	NWML	<i>Laurence W. Zuvor</i>	8-22-2008
Concurrences	NWM	<i>Paul M. ...</i>	08-22-2008
	NR	<i>Meguy A. Bonwell</i>	8/20/2008
	NW	<i>Michael ...</i>	8-22-08



# National Archives and Records Administration

8601 Adelphi Road  
College Park, Maryland 20740-6001

**Date:** August 21, 2008

**Appraiser:** Thomas F. Cotter, NWML

**Agency:** Department of Homeland Security, U.S. Citizenship and Immigration Services

**Subject:** N1-566-08-15

## Administrative History

President George W. Bush established the Department of Homeland Security (DHS) on November 25, 2002 when he signed HR 5005 (Public Law 107-296). U.S. Citizenship and Immigration Services (USCIS), formerly the Immigration and Naturalization Service (INS) under the Department of Justice, is one of the 22 Federal agencies and programs that were combined into the new cabinet-level department.

The Reengineered Naturalization Application Casework System (RNACS) is a mission-critical system that enables USCIS facilities nationwide to process and track applications associated with naturalization and citizenship.

## Overall Recommendation

I recommend approval of this schedule.

## APPRAISAL

### Item 1b – Master File

**Proposed Disposition:** Temporary.

**Appropriateness of Proposed Disposition:** Appropriate.

### **Appraisal Justification:**

\* Captured elsewhere in permanent records (Central Index System, NC1-85-79-3)

### **Adequacy of Proposed Retention Period(s)**

\* Adequate from the standpoint of legal rights and accountability.

**Media Neutrality:** No.

THOMAS F. COTTER  
Appraiser

# REQUEST FOR STAKEHOLDER UNIT ACTION

Job No. N1-566-08-15

Date sent: 4/17/08

Date received: 5-6-2008

Return to sender by: 4/25/08

Route To: (CIRCLE APPROPRIATE STAKEHOLDER)
1. NWME, NWMW, <b>NWMD</b> , NWCT, NR
Return to:

- A.  This Job has also been sent to: NR, NWCT, NWME, NWMW
- B.  NWML general comments on this job:
- C.  NWML wishes assistance in appraising these records:

**FOR STAKEHOLDER USE.** Check and fill out the line that applies.

1. Waives informal review. \_\_\_ wants /  does not want to receive completed job.
- \_\_\_ 2. Wishes to review appraisal report. \_\_\_ wants / \_\_\_ does not want to receive completed job.
- \_\_\_ 3. Wishes to participate directly in the appraisal of the entire job or the following selected items:  
\_\_\_\_\_. SHU point of contact for appraisal is  
\_\_\_\_\_ - phone no. \_\_\_\_\_.

SHU comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date Sent: 5-15-08

SHU Signature Madeleine Proctor

NWML Contact <b>Tom Cotter</b>	Room number: 5320
	Phone No.: x71623

# REQUEST FOR STAKEHOLDER UNIT ACTION

Job No. NI-566-08-15

Date sent: 5/7/08  
~~4/17/08~~

Date received: \_\_\_\_\_

Return to sender by: 5/15/08  
~~4/25/08~~

Route To: (CIRCLE APPROPRIATE STAKEHOLDER)
1. NWME, NWMW, NWMD, NWCT, <u>NR</u>
Return to:

- A.  This Job has also been sent to: NWCT, NWMW, NWME, NWMD
- B.  NWML general comments on this job:
- C.  NWML wishes assistance in appraising these records:

**FOR STAKEHOLDER USE.** Check and fill out the line that applies.

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- 2. Wishes to review appraisal report.  wants/  does not want to receive completed job.
- 3. Wishes to participate directly in the appraisal of the entire job or the following selected items:  
\_\_\_\_\_ SHU point of contact for appraisal is  
\_\_\_\_\_ - phone no. \_\_\_\_\_

SHU comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date Sent: 15 May 08 SHU Signature Jackie Inlet

NWML Contact <b>Tom Cotter</b>	Room number: 5320
	Phone No.: x71623

# REQUEST FOR STAKEHOLDER UNIT ACTION

Job No. NI-566-08-15

Date sent: 4/17/08

Date received: \_\_\_\_\_

Return to sender by: 4/25/08

Route To: (CIRCLE APPROPRIATE STAKEHOLDER)
1. NWME, NWMW, NWMD, <b>NWCT</b> , NR
Return to:

- A.  This Job has also been sent to: NR, NWMW, NWME, NWMD
- B.  NWML general comments on this job:
- C.  NWML wishes assistance in appraising these records:

**FOR STAKEHOLDER USE.** Check and fill out the line that applies.

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- \_\_\_ 2. Wishes to review appraisal report. \_\_\_ wants / \_\_\_ does not want to receive completed job.
- \_\_\_ 3. Wishes to participate directly in the appraisal of the entire job or the following selected items:  
\_\_\_\_\_. SHU point of contact for appraisal is  
\_\_\_\_\_ - phone no. \_\_\_\_\_

SHU comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date Sent: 5/14/08

SHU Signature [Signature]

NWML Contact <b>Tom Cotter</b>	Room number: 5320
	Phone No.: x71623

# REQUEST FOR STAKEHOLDER UNIT ACTION

Job No. NI-566-08-15

Date sent: 4/17/08

Date received: MAY - 6 2008

Return to sender by: 4/25/08

Route To: (CIRCLE APPROPRIATE STAKEHOLDER)
1. <u>NWME</u> , NWMW, NWMD, NWCT, NR
Return to:

- A.  This Job has also been sent to: NR, NWCT, NWMW, NWMD
- B.  NWML general comments on this job:
- C.  NWML wishes assistance in appraising these records:

**FOR STAKEHOLDER USE.** Check and fill out the line that applies.

1. Waives informal review. \_\_\_ wants /  does not want to receive completed job.
- \_\_\_ 2. Wishes to review appraisal report. \_\_\_ wants/ \_\_\_ does not want to receive completed job.
- \_\_\_ 3. Wishes to participate directly in the appraisal of the entire job or the following selected items:  
\_\_\_\_\_. SHU point of contact for appraisal is  
\_\_\_\_\_- phone no. \_\_\_\_\_.

SHU comments: \_\_\_\_\_

*Nothing permanent*

Date Sent: May 7, 08

SHU Signature Gregory Lavette

NWML Contact <b>Tom Cotter</b>	Room number: 5320
	Phone No.: x71623



# REQUEST FOR STAKEHOLDER UNIT ACTION

Job No. NI-566-08-15

Date sent: 4/17/08

Date received: MAY 06 2008

Return to sender by: 4/25/08

Route To: (CIRCLE APPROPRIATE STAKEHOLDER)
1. NWME, <u>NWMW</u> , NWMD, NWCT, NR
Return to:

- A.  This Job has also been sent to: NR, NWCT, NWME, NWMD
- B.  NWML general comments on this job:
- C.  NWML wishes assistance in appraising these records:

**FOR STAKEHOLDER USE.** Check and fill out the line that applies.

1. Waives informal review.  wants /  does not want to receive completed job.
2. Wishes to review appraisal report.  wants/  does not want to receive completed job.
3. Wishes to participate directly in the appraisal of the entire job or the following selected items:  
\_\_\_\_\_. SHU point of contact for appraisal is  
\_\_\_\_\_ - phone no. \_\_\_\_\_.

SHU comments: Assuming that the A-Files are permanent,  
this looks ok. ✓

Date Sent: 4/7/2008

SHU Signature Glyn Jones Stewart

NWML Contact <b>Tom Cotter</b>	Room number: 5320
	Phone No.: x71623