

<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 withdrawn 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 GRS OR SUPERSEDED JOB CITATION	10.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*

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ITEM 12, 16*

*GAS 20,  
ITEM 11*