# REQUEST FOR RECORDS DISPOSITION AUTHORITY

**JOB NUMBER** NI-566-09-4

**DATE RECEIVED** 10/1/08

To: NATIONAL ARCHIVES and RECORDS ADMINISTRATION
8601 Adelphi Road, College Park, MD 20740-6001

**NOTIFICATION TO AGENCY**

1. FROM (Agency or establishment)

Department of Homeland Security

2 MAJOR SUBDIVISION

U. S. Citizen and Immigration Services (USCIS)

3 MINOR SUBDIVISION

Office of Field Operations -- Southeast Region

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request, including amendments, is approved except for items that may be marked □disposition not approved□ or □withdrawn□ in column 10.

| 4 NAME OF PERSON WITH WHOM TO CONFER | 5. TELEPHONE | DATE | ARCHIVIST OF THE UNITED STATES |
|---|---|---|---|
| Donald J. Monica | 407-237-8801 | 4/30/09 | Michael Kurtz |

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,

☒ is not required; ☐ is attached; or ☐ has been requested.

| DATE | SIGNATURE OF AGENCY REPRESENTATIVE | TITLE |
|---|---|---|
| 9/25/08 | Tricia Canard *Tricia Canard* | 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 GRS OR SUPERSEDED JOB CITATION | 10 ACTION TAKEN (NARA USE ONLY) |
|---|---|---|---|
| 1. | **ADJUDICATIONS TRACKING SYSTEM (ATS)**<br><br>**Description:** ATS is a web-based information system used to monitor the initial adjudication process of individuals applying for Service benefits. This information system enables personnel the ability to monitor:<br>• Local scheduling;<br>• Local fee collection for certain application and petitions;<br>• The progress and update the adjudication process.<br><br>System users are USCIS personnel (employees and contractors) USCIS personnel include<br>• Immigration Information Officers (IIO)--USCIS employees trained to provide immigration information;<br>• Supervisory Immigration Information Officers (SIIO)--USCIS employees with additional expertise and functions, and providing oversight of the IIO;<br>• Adjudication Officers (AO)--USCIS employees trained to adjudicate petitions and applications;<br>• Supervisor Adjudication Officers (SAO)--USCIS employees with additional expertise and functions, and provide oversight of the AO. | | |

**Applicability:** ATS is used by personnel (employees and contractors) within the USCIS Office of Field Operations.

**Specific Restrictions:** Access to ATS is protected from unauthorized users through appropriate administrative, physical, and technical safeguards. The safeguards include restricting access to those with a need to perform their official duties, designating user roles, and utilizing data encryption

**Vital Record:** No

**Specific Legal Requirements:** 8 USC

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

### a. INPUTS

The data elements contained in the system are compiled from some or all of the following forms and supporting documentation found in the Alien File (A-File):

I-130, Petition for Alien Relative
I-181, Creation of Record of Lawful Permanent Residence
I-485, Application to Register Permanent Residence or Adjust Status
I-512, Authorization for Parole of an Alien into the United States
I-751, Petition to Remove the Condition of Residence
I-765, Application for Employment Authorization

**Disposition:** Covered under ~~existing~~ *PENDING* schedules: A-File retention (N1-566-08-11), digitized A-File retention (Enterprise Document Management System, EDMS, N1-566-08-17).

### b. MASTER FILE

Data elements include but may not be limited to name, address, sex, birth date, nationality, marital status, place and date of marriage, A-File Number, receipt number, occupation, employment information, and code of adjustment.

**Disposition:** Temporary. Delete/destroy 10 years after last completed action.

### c. OUTPUTS

Authorized users are able to query statistical reports on the number of and type of applications processed for the G-22 reports (Monthly Office Workload Summary Inspections Program), dispositions of applications, scheduling appointment letters. and fees received.

| | |
|---|---|
| **Disposition:** Temporary. G-22 reports are dispositioned according to NARA approved schedule NC1-85-78-5. Output that is considered A-File content, such as the I-291. Decision on Application for Status as Permanent Resident. is to be dispositioned according to N1-566-08-11. All other outputs can be destroyed/deleted when no longer needed for agency business. | GRS 20, item 16 |

| | d. **SYSTEM DOCUMENTATION** | | |
|---|---|---|---|
| | User manual, record layouts, technical description of files, data dictionary, and System Development Life Cycle (SDLC) documents. | | |
| | **Disposition:** Temporary. Delete/destroy when no longer needed for agency business | GRS 20, item 11 | |