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| REQUEST FOR RECORDS DISPOSITION AUTHORITY | | JOB NUMBER <i>NI-566-09-4</i> | |
| To: NATIONAL ARCHIVES and RECORDS ADMINISTRATION 8601 Adelphi Road, College Park, MD 20740-6001 | | DATE RECEIVED <i>10/1/08</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 withdrawn 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 U. S. Citizen and Immigration Services (USCIS) | | | |
| 3. MINOR SUBDIVISION Office of Field Operations – Southeast Region | | | |
| 4. NAME OF PERSON WITH WHOM TO CONFER Donald J. Monica | 5. TELEPHONE 407-237-8801 | DATE <i>4/30/09</i> | ARCHIVIST OF THE UNITED STATES <i>Michelle Kuef</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, <input checked="" type="checkbox"/> is not required; <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested. | | | |
| DATE <i>9/25/08</i> | SIGNATURE OF AGENCY REPRESENTATIVE <i>Tricia Canard</i> | | TITLE USCIS Records Officer |
| 7. Item No. 1. | 8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION ADJUDICATIONS TRACKING SYSTEM (ATS) 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: <ul style="list-style-type: none"> • Local scheduling; • Local fee collection for certain application and petitions; • The progress and update the adjudication process. System users are USCIS personnel (employees and contractors) USCIS personnel include <ul style="list-style-type: none"> • Immigration Information Officers (IIO)--USCIS employees trained to provide immigration information; • Supervisory Immigration Information Officers (SIIO)--USCIS employees with additional expertise and functions, and providing oversight of the IIO; • Adjudication Officers (AO)--USCIS employees trained to adjudicate petitions and applications; • Supervisor Adjudication Officers (SAO)--USCIS employees with additional expertise and functions, and provide oversight of the AO. | 9. GRS OR SUPERSEDED JOB CITATION | 10. ACTION TAKEN (NARA USE ONLY) |

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 ^{PENDING} existing schedules: A-File retention (NI-566-08-11), digitized A-File retention (Enterprise Document Management System, EDMS, NI-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 NI-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