

INACTIVE - ALL ITEMS SUPERSEDED

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b>		<b>JOB NUMBER</b> NI-566-09-5	
To: NATIONAL ARCHIVES and RECORDS ADMINISTRATION 8601 Adelphi Road, College Park, MD 20740-6001		DATE RECEIVED 8/13/09	
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 withdrawn 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 Information Technology Service Engineering TSC			
4. NAME OF PERSON WITH WHOM TO CONFER William Nutt	5. TELEPHONE 214-962-2781	DATE 10-30-09	ARCHIVIST OF THE UNITED STATES <i>Adrienne 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 __ 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 6/8/09	SIGNATURE OF AGENCY REPRESENTATIVE Tricia Canard <i>Tricia Canard</i>	TITLE USCIS Records Officer	
7. Item No. 1.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION <b>CORRESPONDENCE HANDLING AND MANAGEMENT PLANNING SYSTEM (CHAMPS)</b>  The Correspondence Handling and Management Planning System (CHAMPS) facilitates USCIS Texas Service Center (TSC) workflow management, production evaluation, and time and attendance functions. CHAMPS has two main components: case review and management of immigrant petitions and applications for benefits, and TSC employees' time and attendance/productivity.  For case review and management, the CHAMPS system utilizes data obtained from source systems such as: Computer Linked Application Information Management System (CLAIMS 3); FD258; Interagency Border Inspection System (IBIS); National File Tracking System (NFTS); the Scheduling and Notification of Applicants for Processing (SNAP) system; and United States State Department Visa Bulletin data. CHAMPS is designed to: identify individual cases with deficiencies that are being held up as unworkable until those deficiencies are corrected; identify and link multiple petitions and applications to one person and family members of that person and determine the status of those cases; and produce recurring and ad hoc reports for management, such as ready-to-work cases.	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)

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CHAMPS is also used to track TSC employees' time and attendance and productivity information. The system links adjudicator production data extracted from CLAIMS 3 (number of approvals, denials, requests for evidence, intent to deny forms, case "transfer in" requests, and case "transfer out" requests) to the time and attendance information (and productivity data for forms not handled by CLAIMS 3) entered into CHAMPS by the adjudicator, thereby providing a count of how many and what types of immigration forms each adjudicator processes.

**Applicability:** System users are USCIS TSC personnel (employees and contractors).

- USCIS TSC managers have access to reports and their own product lines (specific form types), and to review/approve time and attendance and productivity data entered by their employees.
- USCIS TSC supervisors have access to specific reports, and to review/approve time and attendance and productivity data entered by their employees.
- All TSC USCIS employees (adjudicators) have access to their own time and attendance data and productivity data.
- USCIS contractors have access to NFTS file locations only and specific reports for their file location management.
- USCIS Office of Information Technology Service Engineering Support team has full access as the developers and database administrators.

**Specific Restrictions:** Access to CHAMPS is protected from unauthorized users through appropriate administrative, physical, and technical safeguards. Those safeguards include utilizing internal security controls for access and restricting access to those with a need to know to perform official duties and responsibilities. Passwords are within USCIS guidelines and are separate from network access control.

**Vital Record:** No

**Specific Legal Requirement:** 8 USC

**2. INPUTS**

Most data used by CHAMPS is extracted via batch processes from the following already-scheduled systems: CLAIMS 3, FD258, IBIS, NFTS, and SNAP. For time and attendance (and productivity for forms not handled by CLAIMS 3), TSC adjudicators manually enter their own data into the system. For the State Department Visa Bulletin, the database administrator manually inputs the visa dates in CHAMPS based on the dates listed in the public visa bulletin.

**Disposition:** Temporary. Destroy/delete after the data has been transferred to the appropriate database file and verified.

GRS 20, item 2

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**b. TEMPORARY DATABASE FILES**

Using data extracted from already-scheduled source systems, these temporary databases are rebuilt on a recurring basis: daily, semi-weekly, or monthly (as indicated below) for use by adjudicators in determining application discrepancies and missing data.

- (1) Data extracted from the following systems is replaced in its entirety nightly: CLAIMS 3 (pending cases); IBIS (name check for aliases); and NFTS (location of files).
- (2) The data extracted from FD258 (fingerprint results either positive for possible criminal activity or no history of criminal activity) is replaced in its entirety twice a week.
- (3) The data extracted from SNAP (A-numbers scheduled for fingerprinting) is replaced in its entirety periodically (no less than monthly).

Disposition: Temporary. Delete when the agency determines that the data is no longer needed as noted above.

GRS 20, item 5

**c. MASTER DATABASE FILES**

Data entered by adjudicators and historical data extracted from CLAIMS 3 is stored in the following master database tables:

~~(1) Super History Table: Data is extracted from CLAIMS 3 and includes applicant customer demographics, attorney information, and receipt number.~~

~~(2) Employee Time and Attendance and Productivity Table: Adjudicators enter their own time and attendance data (and productivity data for forms not handled by CLAIMS 3). Note that employee pay is not generated from this system; the system-generated employee time and attendance reports are used for data entry into the payroll system.~~

~~(3) Principle Derivative Table: This table provides for the identification of applicant family records sets so they may be processed at the same time. Data elements include customer demographics and linkage to dependents' applications/petitions. This table is initially built with data extracted from CLAIMS 3, however, any missing linkage data is entered by the adjudicator from the A-files.~~

~~Disposition: Temporary. Data is deleted 5 years after entry in the master database.~~

**d. OUTPUTS**

~~(1) The employee time and attendance reports generated by the system are used for data entry into the payroll system; these reports are kept in accordance with the General Records Schedule (GRS).~~

~~Disposition: Temporary. Destroy after GAO audit or when 6 years old, whichever is sooner.~~

GRS 2, item 8

Superseded by job / item number:

DAA-0566-2017-0031-0001

Date (MM/DD/YYYY):

02/26/2018

Superseded by job / item number:

DAA-GRS-2016-0016-0001

Date (MM/DD/YYYY):

07/20/2017

Superseded by job / item number:

DAA-0566-2017-0031-0002

Date (MM/DD/YYYY):

02/26/2018

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~~(2) Recurring and ad hoc reports are available in hard copy or in Microsoft Excel format.~~

~~Disposition: Temporary. All reports other than those for time and attendance as described above can be destroyed/deleted when no longer needed for agency business.~~

GRS 20, item 16

~~**c. SYSTEM DOCUMENTATION**~~

~~Disposition: Temporary. Destroy when no longer needed for Agency business use.~~

GRS 20, item 11