

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER N1-566-09-6	
To: NATIONAL ARCHIVES and RECORDS ADMINISTRATION 8601 Adelphi Road, College Park, MD 20740-6001		DATE RECEIVED	
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disposition request, including amendments, is approved except for items that may be marked disposition not approved or withdrawn in column 10.	
2. MAJOR SUBDIVISION U. S. Citizen and Immigration Services (USCIS)			
3. MINOR SUBDIVISION Field Operations			
4. NAME OF PERSON WITH WHOM TO CONFER James Lauver	5. TELEPHONE 202-272-1082	DATE 05/06/09	ARCHIVIST OF THE UNITED STATES <i>[Signature]</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 5/6/09	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 TITLE: PETITION TO CLASSIFY AN ORPHAN AS AN IMMEDIATE RELATIVE, FORM I-600 a. DESCRIPTION: The purpose of Form I-600 is to evaluate the child's eligibility as an orphan under U.S. immigration law. Upon approval by a USCIS field office, the petition and supporting documents are sent to the National Visa Center (Department of State) and forwarded to the correct overseas post awaiting the individual to complete an adoption and apply for a visa to bring the child to the U.S. If the validity period expires, the overseas post will return the documents to the USCIS office that rendered the decision. b. RETENTION/DISPOSITION: (1) Approved Cases: If the application is used in support of an immigrant visa petition, an A-File is created and the petition becomes a permanent part of the alien's A-File and has a life cycle equaling that of an A-File. (2) Denied Cases: An A-File is created and the application becomes a permanent part of the alien's A-File and has a life cycle equaling that of an A-File.	9. GRS OR SUPERSEDED JOB CITATION <i>N1-566-08-11</i> <i>N1-566-08-11</i>	10. ACTION TAKEN (NARA USE ONLY)

TITLE: APPLICATION FOR ADVANCE PROCESSING OF ORPHAN PETITION, FORM I-600A

a. DESCRIPTION:

The purpose of Form I-600A is to evaluate the eligibility and suitability of U.S. citizen(s) who intend to adopt a child abroad. Upon approval by a USCIS field office, the application and supporting documents are sent to the National Visa Center (Department of State) and forwarded to the correct overseas post awaiting the individual to complete an adoption and apply for a visa to bring the child to the U.S. If the validity period expires, the overseas post will return the documents to the USCIS office that rendered the decision. Once the application is received back at the USCIS field office, it is maintained in a work file.

b. RETENTION/DISPOSITION:

~~(1) Approved Cases:~~

~~(a) If the approved application is used in support of an immigrant visa petition, it becomes a permanent part of the alien's A-file and has a life cycle equaling that of the A-file.~~

(1)

~~(b) If the application is not used (temporary), it is to be disposed of six (6) months after the validity period (18 months from the approval date) expires.~~

~~(2) Withdrawn/Abandoned Cases:~~

(2)

~~(a) If the applicant requests to withdraw his/her application (temporary), it will be disposed of six (6) months after the date of notice of withdrawal.~~

(3)

~~(b) If the applicant abandons his/her application (temporary), it will be disposed of six months after the date of notice of abandonment (the date when the abandonment notice is mailed out to the applicant, which would be the day at the end of time granted in a request for evidence or one year from the date of filing if the applicant failed to submit the required documentation).~~

~~(3) Denied Cases: An A-File is created and the application becomes a permanent part of the individual's A-File and has a life cycle equaling that of an A-File.~~

NOTE: This schedule shall not apply to adoptions under the Hague Convention.

NI-566-08-11

Superseded by job / item number:

DAA-0566-2017-0002-0007

Date (MM/DD/YYYY):

06/21/2017

Superseded by job / item number:

DAA-0566-2017-0002-0005

Date (MM/DD/YYYY):

NI-566-08-11

06/21/2017