

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER <i>N1-566-10-3</i>	
To NATIONAL ARCHIVES and RECORDS ADMINISTRATION 8601 Adelphi Road, College Park, MD 20740-6001		DATE RECEIVED <i>8/16/10</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 withdrawn 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 Records Division			
4 NAME OF PERSON WITH WHOM TO CONFER Renee Schaming	5 TELEPHONE 202-272-8716	DATE <i>14 DEC 10</i>	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 08/09/2010	SIGNATURE OF AGENCY REPRESENTATIVE Tricia Canard <i>Tricia Canard</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7 Item No	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	ALIEN'S CHANGE OF ADDRESS Pursuant to Section 265 of the Immigration and Nationality Act (8 U S C 1305), all aliens present in the United States (herein referred to as customers) must register and report to USCIS each change of address and new address within ten days of such change USCIS offers two processes by which a customer may change his or her address <ul style="list-style-type: none"> • Transcribed Paper AR-11 Address Changes The customer submits a completed Form AR-11, Alien's Change of Address, or Form AR-11SR, Alien's Change of Address (Special Registration) The information in the form is entered into the Alien Change of Address Card (AR-11) System • Web AR-11 Address Changes A customer electronically submits the Form AR-11 or AR-11SR through a temporary data repository that transmits the information on a daily basis to the AR-11 System 	NN-162-71	

1.

TITLE: PAPER FORMS AR-11, ALIEN'S CHANGE OF ADDRESS AND AR-11SR, ALIEN'S CHANGE OF ADDRESS (SPECIAL REGISTRATION).

DESCRIPTION:

Paper Forms AR-11, Alien's Change of Address, and AR-11SR, Alien's Change of Address (Special Registration), are available for customers to report their change of address in the United States. Customers submit completed AR-11 or AR-11SR forms to USCIS. Upon receipt, the information on the form is manually transcribed into a temporary data repository, and subsequently electronically loaded into the AR-11 System. These forms can be classified as

~~a. **Processable AR-11 Forms** - These forms have been correctly completed by the customer and provide all the necessary information that enables USCIS to process requests for change of address~~

~~**Disposition:** TEMPORARY Destroy hard copy 180 days after the information contained in the form is processed into the AR-11 System~~

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~~b. **Non-Processable AR-11 Forms** - These forms are completely illegible or lack the information that enables USCIS to process the request for a change of address. When the information provided in the AR-11 form permits, a response letter is sent to the customer stating the reason why the request for change of address cannot be processed and/or requesting that the form be properly completed to allow for processing~~

~~**Disposition:** TEMPORARY Retain copy of form, and of response letter sent to the customer when applicable, for 180 days, *OLD.*~~

~~c. **No-process documents** - These documents include a wide variety of transaction materials such as applications packages, forms other than AR-11, and supporting documentation attached to AR-11 forms forwarded in error or submitted to USCIS for processing. Some materials may be of important documentary and/or monetary value, or need to be processed as claims for immigration benefits. Other examples of no-process documents consist of foreign passports and identification cards, as well as original birth certificates, attached in error to Forms AR-11 and AR-11SR. The no-process documents are forwarded to the Problem Resolution Coordinator (PRC) for resolution. No-process documents that are returned to but fail to reach the customer will become "Undeliverable documents" (see below)~~

~~**Disposition:** The retention/disposition periods of the no-process documents are determined by the schedules that cover these records individually. No-process documents that become "Undeliverable documents" will be retained/destroyed as stated below~~

~~d. **Undeliverable documents** - These are no-process documents (not~~

eligible for processing) and returned non-processable AR-11 forms that fail to reach the customer at the address stated in the form

Disposition: TEMPORARY Destroy one (1) year from the date on which the original AR-11 form was received

Exception – Non-U S Passports cannot be destroyed Foreign passports are, in most instances, property of foreign governments In the event that a passport is erroneously submitted along with a paper Form AR-11, it must be forwarded to the PRC for resolution

2. ALIEN CHANGE OF ADDRESS CARD (AR-11) SYSTEM.

DESCRIPTION:

The Alien Change of Address Card (AR-11) System is a computerized system that tracks address changes submitted to USCIS on the paper Forms AR-11, Alien's Change of Address Card and AR-11 SR, Alien's Change of Address Card (Special Registration) or on-line where the information is stored in a temporary data repository and transmitted on a daily basis to the AR-11 System for processing

The AR-11 System users are limited to USCIS and DHS personnel (including employees and contractors)

a. INPUTS:

The system contains data from paper and/or electronic Form AR-11, Alien's Change of Address Card, and Form AR-11 SR, Alien's Change of Address Card (Special Registration) submitted by customers in the United States to report a change of address, as required by law Specifically, it contains personal and biographic information such as the complete name, home address, birth date and Federal Bureau of Investigations (FBI) Fingerprint Identification Number System (FINS) number of the customer, obtained from the Alien's Change of Address Card form

DISPOSITION: TEMPORARY See Item 1 for disposition of hard copy forms Delete web-based input after data is transferred into the master file and verified

b. MASTER FILE:

Data elements include processing date, full name, country of citizenship, date of birth, A Number, Fingerprint Identification Number System (FINS) number, admission number, current address, former address, employer/school name, employer/school address, port of entry, date of entry, date VISA expires, signature code, and date of signature

DISPOSITION: TEMPORARY Destroy/ delete 2 years after the date of receipt

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	<p>c. OUTPUTS:</p> <p>The information stored in AR-11 system can be printed for recordkeeping purposes and to conduct internal operations</p> <p>DISPOSITION: TEMPORARY Destroy/delete when no longer needed for agency business</p> <p>d. SYSTEM DOCUMENTATION:</p> <p>Record layouts, technical description of files, data dictionary, and ITLM documents</p> <p>DISPOSITION: TEMPORARY Delete/destroy when no longer needed for agency business</p> <p>APPLICABILITY: Department-wide</p> <p>VITAL RECORDS: No</p> <p>SPECIFIC LEGAL REQUIREMENTS: 8 U S C 1305</p> <p>SPECIFIC RESTRICTIONS: AR-11 records are protected from unauthorized access through appropriate administrative, physical, and technical safeguards These safeguards include restricting access to those with a need-to-know to perform their official duties, and using login and strong password one-way hashing encryption</p> <p>NOTE: This schedule supersedes NN-162-71 which only covered the paper-based AR-11 forms This new schedule covers the AR-11 system, and electronic and paper-based AR-11 and AR-11SR forms</p>	<p>GRS 20, Item 16</p> <p>GRS 20, Item 11</p>	
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