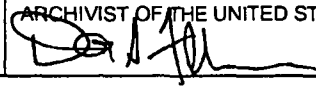
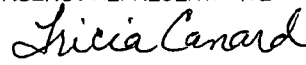


<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b>		JOB NUMBER N1-566-11-02	
To NATIONAL ARCHIVES and RECORDS ADMINISTRATION 8601 Adelphi Road, College Park, MD 20740-6001		DATE RECEIVED 7/13/11	
1 FROM (Agency or establishment) Department of Homeland Security		NOTIFICATION TO AGENCY  In accordance with 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disposition request, including amendments, is approved except for items that may be marked disposition not approved or withdrawn in column 10	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 Citizenship and Immigration Services (USCIS)			
3 MINOR SUBDIVISION <del>Records Division</del>			
4 NAME OF PERSON WITH WHOM TO CONFER Carol Clark or Tricia Canard	5 TELEPHONE 202-587-9762	DATE 17 Oct 2011	ARCHIVIST OF THE UNITED STATES 
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 07/12/2011	SIGNATURE OF AGENCY REPRESENTATIVE Tricia Canard 	TITLE USCIS Records Officer	
7 Item No	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION		9 GRS OR SUPERSEDED JOB CITATION
	<p style="text-align: center;">USCIS</p> <p style="text-align: center;"><b>ELECTRONIC IMMIGRATION SYSTEM (ELIS) ABANDONED DRAFT ACCOUNT AND/OR DRAFT BENEFIT REQUEST DATA</b></p> <p style="text-align: center;">USCIS</p> <p><b>Description:</b> The Electronic Immigration System (ELIS) moves USCIS from a form and paper-based alien record system to an electronic, account-based, paperless system. This schedule covers abandoned draft accounts and unsubmitted benefit request data, as well as any notifications to individuals before the account is deemed abandoned.</p> <p><b>Applicability:</b> DHS-wide</p> <p><b>Specific Restrictions:</b> Personally identifiable information. All records are protected from unauthorized access through appropriate administrative, physical, and technical safeguards. The safeguards include restricting access to those with a need-to-know to perform their official duties using a permanent ID and password.</p> <p><b>Vital Record:</b> No</p> <p><b>Specific Legal Requirements:</b> 8 USC §§ 1103, et seq</p>		
			10 ACTION TAKEN (NARA USE ONLY)

1. **Abandoned Draft Accounts:** In order to create an account, applicants and petitioners are required to register on-line with USCIS. If these individuals do not complete account registration and/or use their accounts to submit a benefit request within 30 days of beginning the process, the account is considered abandoned and is deleted.

**Unsubmitted Benefit Request Data:** After account registration is successfully completed, applicants, petitioners, attorneys, accredited representatives and other third parties (preparers, individuals representing law firms, universities, non-profit organizations, etc.) may log into USCIS ELIS and draft a benefit request. If the benefit request is not submitted within 30 days of beginning the account registration/benefit submission process, the benefit request is considered abandoned and is deleted.

**Records Included:**

To register for a USCIS ELIS account, an individual must provide USCIS with the following information: valid e-mail address, password, challenge questions and answers, and telephone number (optional).

Information contained in the unsubmitted benefit request may include, but is not limited to:

- Benefit type(s) requested.
- USCIS Account Identifier,
- Alien Registration Number(s),
- Full name and any aliases used,
- Physical and mailing address(es),
- Immigration status,
- Date of birth,
- Place of birth (city, state/province, and country),
- Country of citizenship,
- Gender,
- Notification information (phone number(s), e-mail address(es)),
- Government-issued identification (e.g. passport, driver's license) document type, issuing organization, document number, expiration date,
- USCIS ELIS confirmation numbers,
- Military status

Benefit-specific eligibility information may include, but is not limited to:

- Arrival/Departure information,
- Family Relationship information,
- Criminal history,
- Personal background information,
- Education history,
- Work history,
- Financial information,
- Social Security Number, if applicable,
- Supporting documentation as necessary (i.e. Birth Certificate),
- Preparer information,
- Attorney/Accredited Representative information

	<p><b>RETENTION:</b>  <b>TEMPORARY</b> Delete abandoned account and benefit data 30 days after the individual begins, but fails to complete, the account registration and/or benefit submission process</p> <p>2. <b>Notification to the Individual:</b> When accounts and/or benefit data are in a draft state, records of notices to individuals are not retained. Circumstances under which ELIS will send notifications to individuals (via the communication method of their choice) include, but are not limited to</p> <ul style="list-style-type: none"> <li>• Following the initial creation of a draft account to warn that the account will be deleted after 30 days if no benefit request is submitted,</li> <li>• Following the deletion of a draft account and/or unsubmitted benefit data to advise of the deletion</li> </ul> <p><b>RETENTION:</b>  <b>TEMPORARY</b> Delete notice immediately after submission to the individual</p>		
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