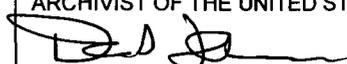


REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER N1-566-12-01	
To NATIONAL ARCHIVES and RECORDS ADMINISTRATION 8601 Adelphi Road, College Park, MD 20740-6001		DATE RECEIVED 2/6/12	
1 FROM (Agency or establishment) Department of Homeland Security		NOTIFICATION TO AGENCY In accordance with the provisions 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 withdrawn 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 Citizenship and Immigration Services (USCIS)			
3 MINOR SUBDIVISION Records Division, Historical Research & Archives Branch, Genealogy Program			
4 NAME OF PERSON WITH WHOM TO CONFER Lynda K Spencer	5 TELEPHONE 202-587-9745	DATE June 12	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 01/15/2012	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7 Item No	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION		9 GRS OR SUPERSEDED JOB CITATION
1.	MICROFILM DIGITIZATION APPLICATION SYSTEM (MIDAS) GENEALOGY CASE MANAGEMENT TRACKING (CMT) SUBSYSTEM Description The Genealogy Program was established in 2008 for the sole purpose of processing requests from the general public for historical immigration-related records of individuals who are deceased (i.e., born 100 years ago or more, or for whom proof of death can be provided) The MIDAS Genealogy Case Management Tracking (CMT) Subsystem is used to track the customer requests, their status, the responsive records, and the response provided The MIDAS database (scheduled under Job Number N1-566-06-02) contains the historical immigration records that are used to respond to customer requests Genealogy customers request information about individuals (aka subjects) using two forms G-1041, Genealogy Index Search Request, and G-1041A, Genealogy Records Request Requests are submitted on-line or by mail and are maintained in paper and/or electronic format This schedule applies to all formats in which the case records are maintained Applicability USCIS Records Division		10 ACTION TAKEN (NARA USE ONLY)

Specific Restrictions Access to the MIDAS Genealogy CMT Subsystem is protected from unauthorized users through appropriate administrative, physical, and technical safeguards The safeguards include designating user roles and restricting access to those with a need to perform their official duties

Vital Records None in Genealogy CMT

Specific Legal Requirement 8 CFR Parts 103 and 299, 8 USC §§ 1103, et seq

a. INPUTS

Personnel manually input data from the hard copy request forms (G-1041 and/or G-1041A) and supporting documentation submitted by the customer, these inputs are filed in the appropriate master case file (see paragraphs b and c) and are dispositioned accordingly MIDAS Genealogy CMT also receives input data from web-based forms that are completed by customers and processed in batch nightly by the system, the batch data is dispositioned as follows

Disposition TEMPORARY Delete/destroy when data is entered into the appropriate master file and verified

GRS 20,
Item 2b

b. G-1041 MASTER CASE FILE

The Genealogy Index Search Request (Form G-1041) is used to request a search of USCIS historical indices to determine whether any USCIS records exist on the subject and, if such records exist, to capture the file number and/or other identifier of each record

G-1041 Case Files may include but are not limited to

- the G-1041 Form submitted by the customer, along with the envelope, if mailed,
- supporting documentation submitted by the customer such as a copy of the death certificate,
- proof of payment through pay gov,
- documentation produced in working the case such as the G-1041 search worksheet and MIDAS images,
- any system-generated documents provided by the Agency to the customer such as acknowledgement and response letters

The following information is captured about the customers (aka requesters) and the individuals (aka subjects) being inquired about

- Requester data elements may include but are not limited to name, mailing or email address, telephone number, pay gov fee payment status, case number, case status, and case opened and closed dates
- Subject data elements may include but are not limited to name, date of birth, country of birth, U S arrival date, places of residence, and family members

Disposition TEMPORARY Delete/destroy case file 3 years after case is closed

c. G-1041A MASTER CASE FILE

The Genealogy Records Request (Form G-1041A) is used to request copies of USCIS historical alien records

G-1041A Case Files may include but are not limited to

- the G-1041A Form submitted by the customer, along with the envelope if mailed,
- supporting documentation submitted by the customer such as a copy of the death certificate,
- proof of payment through pay gov,
- documentation produced in working the case such as the G-1041, MIDAS and Central Index System (CIS) images, and Federal Records Center reference requests,
- any system-generated documents provided by the Agency to the customer such as acknowledgement and response letters, and a copy of actual records requested

Data is captured about the customers (aka requesters) and the individuals (aka subjects) being inquired about

- Requester data elements may include but are not limited to case number from Index Search Request, name, mailing or email address, telephone number, pay gov fee payment status, case status, case opened and closed dates, and requested records (C-File Number, A-File Number, AR-2 Number, etc)
- Subject data elements may include but are not limited to name, date of birth, country of birth, U S arrival date, places of residence, and family members

Disposition TEMPORARY Delete/destroy case file 3 years after case is closed (Exception When there are information release concerns, customer requests/case files are turned over to the Freedom of Information Act Office for processing and records retention, in such instances, NARA General Records Schedule 14 applies)

d. OUTPUTS

System-generated outputs such as the following are filed in the appropriate master file (see paragraphs b and c) and are dispositioned accordingly acknowledgement letters, screen prints, response letters, and the responsive documents Standard or ad hoc reports can be regenerated as needed and are dispositioned as follows

Disposition TEMPORARY Delete/destroy reports when no longer needed for agency business

GRS 20,
Item 16

e. SYSTEM DOCUMENTATION

All system lifecycle documentation including system user manual

Disposition TEMPORARY Delete/destroy when no longer needed for agency business

GRS 20,
Item 11a(1)