

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER N1-566-12-03	
To NATIONAL ARCHIVES and RECORDS ADMINISTRATION 8601 Adelphi Road, College Park, MD 20740-6001		DATE RECEIVED <i>4/24/12</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 withdrawn 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 Citizenship and Immigration Services (USCIS)			
3 MINOR SUBDIVISION Service Center Operations (SCOPS)			
4 NAME OF PERSON WITH WHOM TO CONFER Denis Peck	5 TELEPHONE 202-272-1081	DATE <i>17 Apr 13</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 <i>4/24/2012</i>	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7 Item No	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION		9 GRS OR SUPERSEDED JOB CITATION
1.	IMMIGRATION RECEIPT FILES SCANNED INTO DEPARTMENT OF STATE (DoS) CONSULAR CONSOLIDATED DATABASE (CCD) This schedule supports the USCIS initiative to move from paper to electronic records in compliance with the media neutral guidance found in 36 CFR § 1225 24 and the E-Government Act of 2002. The receipt file forms listed below are used to request permission for the holder to immigrate to the United States or to adjust their status to immigrant status. The form packages consist of applications, petitions, and supporting documentation. Paper receipt file packages are scanned by the Department of State (DoS) into their Consular Consolidated Database (CCD, DoS Job Number N1-084-09-02) as part of the VISA process. The CCD data is then transferred to the USCIS Electronic Document Management System (EDMS, USCIS Job Number N1-566-08-17). DoS will destroy the paper after quality assurance of the scanned images (see retention/disposition below).		See supersession note at bottom of schedule
			10 ACTION TAKEN (NARA USE ONLY)

Receipt file forms may include, but are not limited to:

- EOIR-29 Notice of Appeal to the Board of Immigration Appeals from the Decision of an Immigration Officer
- I-129F Petition for Alien Fiance(e)
- I-130 Petition for Alien Relative
- I-140 Immigrant Petition for Alien Worker
- I-212 Application for Permission to Reapply for Admission Into the United States After Deportation or Removal
- I-290A Notice of Appeal
- I-290B Notice of Appeal to the Administrative Appeals Unit (AAU)
- I-360 Petition for Amerasian, Widow(er), or Special Immigrant
- I-526 Immigrant Petition by Alien Entrepreneur
- I-600 Petition to Classify Orphan an Immediate Relative
- I-600A Application for Advance Processing of Orphan Petition
- I-601/I-601A Application for Waiver of Grounds of Excludability
- I-602 Application by Refugee for Waiver of Grounds of Excludability
- I-612 Application for Waiver of the Foreign Residence Requirement of Section 212(e) of the Immigration and Nationality Act, as amended
- I-693 Medical Examination of Aliens
- I-730 Refugee/Asylee Relative Petition
- I-800 Petition to Classify an Convention Adoptee as an Immediate Relative
- I-817 Application for Family Unity Benefits
- I-864 Affidavit of Support under Section 213A of the Act
- I-929 Petition for Qualifying Family Member of a U-1 Nonimmigrant

Supporting documentation may include, but is not limited to

- DS-230 Application for Immigrant Visa and Alien Registration
- DS-2083 Application for Immigrant Visa and Alien Registration
- G-325 Biographic Information
- I-907 Request for Premium Processing Service

Labor certificates

Copies of birth certificates, evidence of parent child relationship, financial support, marriage certificates, divorce decrees, etc

Retention/Disposition

TEMPORARY. Once the interface between CCD and EDMS is fully functional, the paper documentation will be destroyed 14 days after being scanned into the CCD system

Supersession Note

Receipt file packages not scanned into CCD follow Job Number N1-566-09-06 or N1-85-96-01, as applicable. When/if the above receipt file packages are scanned into CCD as part of the DoS VISA process and a functional CCD/EDMS interface exists, this schedule applies and supersedes the guidance in USCIS Job Numbers N1-566-09-06 and N1-85-96-01, Item 5, except for Forms I-724, I-751, I-752, I-821, and I-829 which will continue to follow N1-85-96-01