

| | | | |
|---|--|--|--|
| REQUEST FOR RECORDS DISPOSITION AUTHORITY | | JOB NUMBER N1-566-12-04 | |
| 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 withdrawn 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 Records Division | | | |
| 4 NAME OF PERSON WITH WHOM TO CONFER Magda Ortiz | 5 TELEPHONE 202-587-9822 | DATE <i>2/3/13</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| 7 Item No | 8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION | 9 GRS OR SUPERSEDED JOB CITATION | 10 ACTION TAKEN (NARA USE ONLY) |
| 1. | <p>IMMIGRANT DATA SUMMARY SHEET</p> <p>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</p> <p>Refer to the following schedules for additional information/understanding: Department of State (DoS) Consular Consolidated Database (CCD), DoS Job Number N1-084-09-02, Immigration Receipt Files Scanned into DoS CCD, USCIS Job Number N1-566-12-03, Electronic Document Management System (EDMS), USCIS Job Number N1-566-08-17</p> <p>The paper Immigrant Data Summary Sheets allow immigrants entry into the United States at a predesignated Port Of Entry (POE) After adjudication is complete, USCIS will scan the newly arrived immigrant's summary sheet into EDMS and associate it with the existing immigrant record This is the last document in the VISA process that begins with scanning of the paper receipt file packages into the DoS Consular Consolidated Database (CCD) USCIS will destroy the paper summary sheets after quality assurance of the scanned images</p> | | |

Information on the summary sheets may include but is not limited to

- Case ID Number
- Biographical data
- Travel information

Retention/Disposition.

TEMPORARY Paper summary sheets will be destroyed after quality assurance of the scanned images (approximately 10 days)