

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b>		JOB NUMBER N1-566-12-05	
To: NATIONAL ARCHIVES and RECORDS ADMINISTRATION 8601 Adelphi Road, College Park, MD 20740-6001		DATE RECEIVED <i>9/19/12</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disposition request, including amendments, is approved except for items that may be marked disposition not approved or withdrawn in column 10.	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 Carol Clark or Tricia Canard	5. TELEPHONE 202-587-9762	DATE <i>17 April 12</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>9/24/2012</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>Tricia Canard</i>		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 GRS OR SUPERSEDED JOB CITATION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;"><b>USCIS ELECTRONIC IMMIGRATION SYSTEM (ELIS) TEMPORARY ACCOUNTS</b></p> <p style="text-align: center;"><i>USCIS</i></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 temporary accounts for external users such as attorneys, accredited representatives, and most non-immigrants.</p> <p>The following related records are governed by other retention authorities as noted.</p> <ul style="list-style-type: none"> <li>• Management reports including, but not limited to workload, accounts, case cycle time, case status, risk and fraud, content management, etc. are covered by NARA General Records Schedules (GRS) 20, Item 16; such reports will be deleted/destroyed when no longer needed for agency business.</li> <li>• Internal user accounts for federal and contract employees are covered by GRS 24, Item 6; such accounts will be deleted/destroyed 6 years after the account is terminated or when no longer needed for investigative or security purposes, whichever is later.</li> </ul>		
			10. ACTION TAKEN (NARA USE ONLY)

- Audit trail records will be maintained until no longer needed for administrative, legal, audit, or other operational purposes in accordance with NARA GRS 20, Item 1.c.

**Applicability:** DHS-wide

**Specific Restrictions:** Personally identifiable information. All records are protected from unauthorized access through appropriate administrative, physical, and technical safeguards. The safeguards include designating user roles and restricting access to those with a need to know to perform their official duties.

**Vital Record:** Yes

**Specific Legal Requirements:** 8 USC §§ 1101, et seq.

**1. Temporary Attorney and Accredited Representative Accounts**

Records/information in the attorney and accredited representative accounts may include, but are not limited to the following:

- Attorney/Representative name
- Email address (also serves as user ID)
- Password
- Challenge questions and answers
- Phone number
- Physical and mailing address
- Principal petitioner, applicant, or respondent represented
- Attorney bar membership and any law practice restriction
- Representative organization and organization accreditation expiration date

**RETENTION:**

**TEMPORARY.** Delete account 7 years and 6 months beyond the expiration or revocation (whichever is later) of the authentication credential.

**Note:** This is an exception to GRS 24, Item 6, which is recommended for level 2 credentials in the National Institute of Standards and Technology (NIST) Special Publication 800-63-1, Electronic Authentication Guideline.

**2. Non-Immigrant Accounts**

To apply/petition for a USCIS benefit, an individual must first provide USCIS with sufficient information to establish an account. As the individual submits benefits requests and USCIS processes them, the account is updated to reflect the additional information received (e.g., new benefit requests and results of security checks).

Records/information contained in the non-immigrant accounts may include, but are not limited to:

- Biographical information (e.g., full name, aliases; birth date, city, state/province, and country; country of citizenship, gender, military status);
- USCIS account information (e.g., account identifier, alien registration number);
- Benefit type(s) requested;
- Contact information (e.g., physical and mailing address(es), phone number(s), email address(es));
- Government-issued identification (e.g., passport): document type, issuing organization, document number, expiration date;
- Security checks, background results, risk assessment and identity analysis results and reports;
- Immigration history (e.g., immigration status, relationships).

**RETENTION:**

TEMPORARY. Delete account 100 years from Date of Birth (DOB) or 15 years from date of last action, whichever is later.

**Note:** This is not a typical system logon account so GRS 24, Item 6, does not apply. Nonimmigrant account information must be retained for this time period to allow USCIS to make accurate benefit determinations, including using the information as a historical reference to support the evaluation of subsequent benefits sought by an individual.

**Exceptions:**

- In some instances, an individual's non-immigrant account will be converted to a permanent alien account and will therefore be subject to the ELIS Permanent Alien Account retention schedule. For example, <sup>USCIS</sup>ELIS will require a permanent account to apply for certain benefits (e.g., lawful permanent residence and naturalization).
- Records that are linked to national security, law enforcement, fraud or administrative investigations or actions may be retained for a longer timeframe in <sup>USCIS</sup>ELIS or transferred to a system of records with a longer retention period as appropriate.

Superseded by:

AA-0563-2013-001-0005

DATE (MM/DD/YYYY):

08/28/2013