

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER N1-566-12-06	
To NATIONAL ARCHIVES and RECORDS ADMINISTRATION 8601 Adelphi Road, College Park, MD 20740-6001		DATE RECEIVED <i>9/26/12</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disposition request, including amendments, is approved except for items that may be marked disposition not approved or withdrawn in column 10	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 Office of Information Technology (OIT)			
4 NAME OF PERSON WITH WHOM TO CONFER Greg Walther	5 TELEPHONE 202-272-1986	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>9/26/2012</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7 Item No	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION		9 GRS OR SUPERSEDED JOB CITATION
	<p align="center">CASE AND ACTIVITY MANAGEMENT FOR INTERNATIONAL OPERATIONS (CAMINO) SYSTEM (Supersedes Parole Case Tracking System (PCTS))</p> <p>Description: CAMINO is a centralized case management and report generating system used by the USCIS Refugee, Asylum, and International Operations (RAIO) Directorate. CAMINO facilitates the effective and efficient processing of immigration applications and petitions received and/or adjudicated by overseas offices and domestic branches of Headquarters International Operations. The system is used to perform such tasks as tracking case status, generating notices to applicants, tracking time spent on case processing and other activities, and generating reports. The functionality and records from the Parole Case Tracking System (PCTS) (N1-566-08-06), which supported the adjudication of parole requests for individuals outside of the United States, were incorporated into CAMINO. Staff input case information from existing records, the majority of which are either A-File or Receipt File content.</p>		N1-566-08-06
			10 ACTION TAKEN (NARA USE ONLY)

The following records are governed by NARA General Records Schedules (GRS) as noted

- Input documents that are not A-File or Receipt File content may be destroyed after data entry and verification in accordance with GRS 20, Item 2a(4)
- Output reports related to workload and operations can be regenerated as needed and will be deleted/destroyed when no longer needed for agency business in accordance with GRS 20, Item 16 CAMINO-generated correspondence related to a case such as Request for Evidence (RFE), Notice of Intent to Deny (NOID) Letters, and Approval/Denial/Receipt/Revocation Letters, are placed in the appropriate A-File or Receipt File and are dispositioned accordingly
- System lifecycle documentation will be deleted/destroyed when no longer needed for agency business in accordance with NARA GRS 20, Item 11a(1)

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: No

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

1. MASTER FILE

Information entered into the system is from but not limited to the USCIS forms listed below. These forms are either A-File or Receipt File content and are dispositioned accordingly

- I-130, Petition for Alien Relative
- I-131, Application for Travel Document
- I-212, Application for Permission to Reapply for Admission into the U S after Deportation or Removal
- I-290B, Notice of Appeal or Motion,
- I-360, Petition for Amerasian, Widow(er), or Special Immigrant
- I-407, Abandonment of Lawful Permanent Residence Status
- I-512L, Parole Authorization
- I-590, Registration for Classification as Refugee
- I-600 Petition to Classify Orphan as an Immediate Relative
- I-600A, Application for Advance Processing of Orphan Petition
- I-601, Application for Waiver of Ground of Excludability
- I-601A, Application for Provisional Unlawful Presence Waiver
- I-602, Application by Refugee for Waiver of Grounds of Excludability
- I-604, Determination on Child for Adoption
- I-730, Refugee/Asylee Relative Petition
- N-400, Application for Naturalization
- N-600K, Application for Citizenship and Issuance of Certificate under Section 322

Information pertaining to background identity and security checks obtained from Central Index System (CIS), Computer Link Application Information Management System (CLAIMS), and other federal information systems may also be entered

The CAMINO master file contains information about the applicant, petitioner, beneficiary, and/or attorney/representative. Information may include but is not limited to name, address, gender, date of birth, telephone number, nationality, passport number, marital status, fingerprint results and date, applicant's immigration status, and attorney's name and address

DISPOSITION: Temporary.

- a. **Records on an individual with associated case(s):** Delete/destroy all records associated with an individual 25 years from the individual's latest case completion date
- b. **Records on an individual without an associated case:** Delete/destroy 25 years from record creation date