

Request for Records Disposition Authority

Records Schedule Number DAA-0582-2017-0001

Schedule Status Approved

Agency or Establishment Executive Office for Immigration Review

Record Group / Scheduling Group Records of the Executive Office for Immigration Review

Records Schedule applies to Agency-wide

Schedule Subject Immigration Fraud and Abuse Prevention Program Files

Internal agency concurrences will be provided No

Background Information The Executive Office for Immigration Review (EOIR) was created on January 9, 1983, through an internal Department of Justice (DOJ) reorganization which combined the Board of Immigration Appeals (BIA or Board) with the Immigration Judge function previously performed by the former Immigration and Naturalization Service (INS). The reorganization made the Immigration Courts independent from the agency charged with enforcement of Federal immigration laws. The 2003 creation of the Department of Homeland Security (DHS) removed INS from DOJ, further separating DHS and EOIR functions. EOIR is headed by the Director and the Office of the General Counsel (OGC) reports to the Office of the Director. In 2006, pursuant to 8 C.F.R. § 1003(e)(2), the EOIR General Counsel created the Fraud and Abuse Prevention program (FAP) as a centralized resource for all components of EOIR to report suspected immigration fraud and abuse as well as other irregular activity by aliens, practitioners, and preparers. The FAP responds to fraud reports, complaints, and inquiries by: referring suspected fraud to the appropriate law enforcement or disciplinary authorities; encouraging and supporting fraud-related investigations and prosecutions; collaborating with other agencies - Federal, state, and local - to promote the exchange of information; and aiding EOIR staff in identifying and reporting fraud through training.

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
5	0	5	0

GAO Approval

Outline of Records Schedule Items for DAA-0582-2017-0001

Sequence Number	
1	Fraud and Abuse Prevention Program Case Files Disposition Authority Number: DAA-0582-2017-0001-0001
2	Fraud and Abuse Prevention Data Disposition Authority Number: DAA-0582-2017-0001-0002
3	Fraud and Abuse Prevention Program Newsletter Disposition Authority Number: DAA-0582-2017-0001-0003
4	The Fraud and Abuse Prevention working files Disposition Authority Number: DAA-0582-2017-0001-0004
5	Items Closed without Action Disposition Authority Number: DAA-0582-2017-0001-0005

Records Schedule Items

Sequence Number	
1	<p>Fraud and Abuse Prevention Program Case Files</p> <p>Disposition Authority Number DAA-0582-2017-0001-0001</p> <p>Fraud and Abuse Prevention Program Case Files require the opening of a case and consist of all case related materials: pleadings, evidentiary documents, communications, statistical data, other reports and referrals.</p> <p>Final Disposition Temporary</p> <p>Item Status Active</p> <p>Is this item media neutral? Yes</p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes</p> <p>Do any of the records covered by this item exist as structured electronic data? Yes</p> <p>Disposition Instruction</p> <p>Cutoff Instruction Cutoff at close of case.</p> <p>Retention Period Destroy 15 year(s) after cutoff</p> <p>Additional Information</p> <p>GAO Approval Not Required</p>
2	<p>Fraud and Abuse Prevention Data</p> <p>Disposition Authority Number DAA-0582-2017-0001-0002</p> <p>The Fraud and Abuse Prevention Data contains the name, title, agency, address, phone number, and email address of the subject, complaining party, investigator, and prosecutor. The information is located in a database that tracks the progress of a case, and provides a mechanism to cross reference information against new complaints. Closed cases, less than 15 years old, may be reopened and consolidated with new cases involving the same individual or organization.</p> <p>Final Disposition Temporary</p> <p>Item Status Active</p> <p>Is this item media neutral? Yes</p> <p>Do any of the records covered by this item currently exist in</p>

electronic format(s) other than e-mail and word processing?

Do any of the records covered by this item exist as structured electronic data? **Yes**

Disposition Instruction

Cutoff Instruction **Cutoff closed cases at the end of each calendar year.**

Retention Period **Destroy 15 year(s) after cutoff**

Additional Information

GAO Approval **Not Required**

Fraud and Abuse Prevention Program Newsletter

Disposition Authority Number **DAA-0582-2017-0001-0003**

The Fraud and Abuse Prevention Program Newsletter consists of publications of news and developments in the area of immigration fraud and includes: OGC Fraud and Abuse Prevention Program news; news from the Department of Homeland Security (DHS); disciplined practitioners information; recognition & accreditation information; and news briefs.

Final Disposition **Temporary**

Item Status **Active**

Is this item media neutral? **Yes**

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? **No**

Disposition Instruction

Cutoff Instruction **Cutoff at the end of the calendar year.**

Retention Period **Destroy 5 year(s) after cutoff**

Additional Information

GAO Approval **Not Required**

The Fraud and Abuse Prevention working files

Disposition Authority Number **DAA-0582-2017-0001-0004**

The Fraud and Abuse Prevention working files consist of information gathered and drafts prepared to create the monthly publication of news and developments in the area of immigration fraud and drafts of material not needed in the pursuit of cases.

Final Disposition **Temporary**

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Item Status	Active
Is this item media neutral?	Yes
Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	No
Disposition Instruction	
Cutoff Instruction	Cutoff when final documents are completed
Retention Period	Destroy 3 year(s) after cutoff
Additional Information	
GAO Approval	Not Required
Items Closed without Action	
Disposition Authority Number	DAA-0582-2017-0001-0005
Misdirected requests, Items with insufficient information or items that do not support fraud program action.	
Final Disposition	Temporary
Item Status	Active
Is this item media neutral?	Yes
Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	Yes
Do any of the records covered by this item exist as structured electronic data?	No
Disposition Instruction	
Cutoff Instruction	Cutoff annually
Retention Period	Destroy 3 year(s) after cutoff
Additional Information	
GAO Approval	Not Required

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 in this schedule are not now needed for the business of the agency or will not be needed after the retention periods specified.

Signatory Information

Date	Action	By	Title	Organization
01/18/2017	Certify	Cecelia Espenoza	Records Officer - Sr Assoc General Counsel	Executive Office for Immigration Review - Office of the General Counsel
03/07/2017	Return for Revision	Ashby Crowder	Archives Specialist	National Archives and Records Administration - ACRA
04/18/2017	Submit For Certification	Cecelia Espenoza	Records Officer - Sr Assoc General Counsel	Executive Office for Immigration Review - Office of the General Counsel
04/18/2017	Certify	Cecelia Espenoza	Records Officer - Sr Assoc General Counsel	Executive Office for Immigration Review - Office of the General Counsel
09/07/2017	Submit for Concurrence	Ashby Crowder	Archives Specialist	National Archives and Records Administration - ACRA
09/12/2017	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
09/12/2017	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
09/13/2017	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist