

Request for Records Disposition Authority

Records Schedule Number DAA-0566-2014-0001

Schedule Status Approved

Agency or Establishment Citizenship and Immigration Services

Record Group / Scheduling Group Records of U.S. Citizenship and Immigration Services

Records Schedule applies to Agency-wide

Schedule Subject Application for Civil Surgeon Designation, Form I-910

Internal agency concurrences will be provided No

Background Information

Civil surgeons designated by USCIS may perform immigration medical examinations for immigrant benefits applicants in the United States.

USCIS implemented Form I-910 in 2014, replacing the informal application process previously used by physicians to apply for civil surgeon designation. USCIS retains all applications and supporting documentation (aka application packages) regardless of whether USCIS grants or denies the application, or subsequently terminates or revokes the civil surgeon designation.

The physician must submit Form I-910 (or the informal request used prior to 2014), any supporting documentation to show that he/she meets the eligibility requirements, and the requisite fee. Supporting documentation may include, but is not limited to:

- Proof of medical licensure in the state in which the physician intends to perform immigration medical examinations
- Proof that the physician is an M.D. or D.O.
- Proof that the physician has at least 4 years of professional experience

Once USCIS grants a physician the civil surgeon designation, the designation is valid until USCIS terminates the designation because the physician no longer practices medicine or no longer intends to perform immigration medical examinations, or until USCIS revokes the designation.

This schedule applies to both the new Form I-910 and the prior informal requests regardless of media type.

At a future date, USCIS may scan application packages and destroy the hard copies in accordance with GRS 20, Item 2a(4).

The Civil Surgeon Database is a repository for data collected from the I-910 Application for Civil Surgeon Designation and from prior application packages. Data fields include but are not limited to: Name, Address, Phone Number, E-mail Address, Received Date, etc.

The Civil Surgeon Locator is a web-based application derived from information in the Civil Surgeon Database available to assist the public in determining the location of USCIS-approved civil surgeons.

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
3	0	3	0

GAO Approval

Outline of Records Schedule Items for DAA-0566-2014-0001

Sequence Number	
1	Application for Civil Surgeon Designation, Form I-910 Disposition Authority Number: DAA-0566-2014-0001-0001
2	Informal Request Application Packages Disposition Authority Number: DAA-0566-2014-0001-0002
3	Civil Surgeon Database/Locator Disposition Authority Number: DAA-0566-2014-0001-0003

Records Schedule Items

Sequence Number	
1	<p>Application for Civil Surgeon Designation, Form I-910</p> <p>Disposition Authority Number DAA-0566-2014-0001-0001</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? No</p> <p>Disposition Instruction</p> <p>Cutoff Instruction Cutoff Form I-910 application packages at the end of each fiscal year by date of USCIS decision on the application.</p> <p>Retention Period Destroy 35 year(s) after cutoff date.</p> <p>Additional Information</p> <p>GAO Approval Not Required</p>
2	<p>Informal Request Application Packages</p> <p>Disposition Authority Number DAA-0566-2014-0001-0002</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? No</p> <p>Disposition Instruction</p> <p>Cutoff Instruction Cutoff prior informal request packages on March 31, 2014.</p> <p>Retention Period Destroy 35 year(s) after cutoff date.</p> <p>Additional Information</p>

3

GAO Approval Not Required

Civil Surgeon Database/Locator

Disposition Authority Number DAA-0566-2014-0001-0003

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? Yes

Disposition Instruction

Cutoff Instruction Cutoff at the end of each fiscal year by the received date (date that the database administrator receives the application package for data entry).

Retention Period Destroy 35 year(s) after cutoff date.

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
06/11/2014	Certify	Tricia Canard	USCIS Records Officer	US Citizenship and Immigration Services - Policy and Implementation
06/18/2014	Return for Revision	Rachel BanTonkin	Supervisor, ACNR Appraisal Team 1	National Archives and Records Administration - Records Management Services
07/23/2014	Submit For Certification	Tricia Canard	USCIS Records Officer	US Citizenship and Immigration Services - Policy and Implementation
07/23/2014	Certify	Tricia Canard	USCIS Records Officer	US Citizenship and Immigration Services - Policy and Implementation
08/01/2014	Submit for Concurrence	Rachel BanTonkin	Supervisor, ACNR Appraisal Team 1	National Archives and Records Administration - Records Management Services
08/08/2014	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - Records Management Services
08/11/2014	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
08/14/2014	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist