

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b>		JOB NUMBER N1-566-08-17	
To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received 3/30/09	
1. FROM (Agency or establishment) Department of Homeland Security (DHS)		NOTIFICATION TO AGENCY	
2. MAJOR SUBDIVISION U.S. Citizenship and Immigration Services (USCIS)		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
3. MINOR SUBDIVISION			
4. NAME OF PERSON WITH WHOM TO CONFER Carol Clark	5. TELEPHONE NUMBER 612-467-7420	DATE 4-9-09	ARCHIVIST OF THE UNITED STATES <i>Adrienne Thomas</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 <u>2</u> page(s) are not needed now for the business for 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 3/27/09	SIGNATURE OF AGENCY REPRESENTATIVE <i>Dh Smith</i>		TITLE Chief, Records Division
7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
1.	<b>Electronic Document Management System (A-Files)</b> <b>Description:</b> The EDMS is a system designed to allow Alien Files that have been scanned into a repository to be viewed. The digitized images cannot be modified; however, the Integrated Digitized Document Management Program (IDDMP) has a search capability that enables an authorized user to locate information needed within the file, make notes, and add additional images to the file. Information in the digitized A-File may be shared within DHS and with other Federal, State, Tribal, Local, or Foreign government agencies or organizations responsible for providing benefits, investigating, or prosecuting violations of civil or criminal laws, and protecting national security in accordance with the USCIS system of record notice for the Alien File. The system is located at the Verizon Data Center in Manassas, Virginia and is accessible via the DHS intranet by authorized users.  <b>Categories of individuals covered by the system:</b> Individuals covered by provisions of the Immigration and Nationality Act of the United States (e.g. applicants for immigration benefits), including subjects of administrative inquiries (e.g. applicants, preparers, and representatives) into potentially fraudulent applications randomly selected for assessment of the effectiveness of fraud detection programs, and individuals of concern based on possible national security reasons or criminal activity.		

**Program:** National Security, Records, and Verification Directorate – Records Division

**Applicability:** DHS-wide

**Specific Restrictions:** Personally identifiable information and possible law enforcement sensitive information. All records in EDMS are protected from unauthorized access through appropriate administrative, physical, and technical safeguards. The safeguards include restricting access to those with a need-to-know to perform their official duties, using a permanent ID and password.

**Vital Record:** Yes

**Specific Legal Requirements:** 8 USC §§ 1103

a. Inputs

**Categories of records in the system:**

The EDMS will contain information collected in the physical A-File. The A-File includes information such as applications and petitions for benefits under the immigration and nationality laws; government forms; vital documents (i.e. birth certificates, passports, marriage certificates); biometric information (i.e. photographs, fingerprints); enforcement supporting documents (i.e. RAP sheets); and other documents (i.e. naturalization certificates, tax returns, court documents et cetera). Summary data (also known as metadata) used for indexing and searching the digitized files is extracted from the A-File. Metadata saved with every A-File includes the primary A#, first name, last name, date of birth, and country of birth. The system is also capable of holding additional metadata listed below in the master file or the digitized file, but it is not added as part of the initial scanning process.

**PERMANENT.** In 2009 transfer the physical A-File to the National Archives files of individuals born in 1909 or earlier. In 2010, transfer to the National Archives files of individuals born in 1910 or earlier. Beginning in 2015 and every 5 years thereafter, transfer to the National Archives files of individuals born 100 years earlier. For example: In 2015, transfer to the National Archives files of individuals born between 1910 and 1915, as authorized by N1-566-08-11.

b. Master File

**Types of data elements include:**

Display Name:	Attributes	Data Type	XML Batch Manifest Mapping
Alien Number	afile_alien_number	STRING(32)	primaryANumber
Secondary Alien Numbers	afile_second_alien_numbers	STRING(32) REPEATING	secondaryANumber
Alien File Receipt Numbers	afile_alien_receipt_numbers	STRING(32) REPEATING	receiptNumber
First Name	afile_first_name	STRING(32)	firstName
Middle Name	afile_middle_name	STRING(32)	middleName
Last Name	afile_last_name	STRING(32)	lastName
Alias First Names	afile_aliases_first_name	STRING(32) REPEATING	alias_firstName
Alias Middle Names	afile_aliases_middle_name	STRING(32) REPEATING	alias_middleName
Alias Last Names	afile_aliases_last_name	STRING(32) REPEATING	alias_lastName
Date of Birth	afile_date_of_birth	Time	DOB
Passport Number	afile_passport_number	STRING(32)	passportNumber
Drivers License Numbers	afile_driver_license	STRING(32)	driversLicenseNumber
Social Security Number	afile_soc_security_number	STRING(32)	socialSecurityNumber
Country of Citizenship COC	afile_country_citizenship	STRING(32)	COC
Country of Birth COB	afile_country_of_birth	STRING(32)	COB
Mothers First Name	afile_mothers_first_name	STRING(32)	motherFirstName
Fathers First Name	afile_fathers_first_name	STRING(32)	fatherFirstName
Naturalization Date	afile_naturalization_date	Time	naturalizationDate
Naturalization Court Number	afile_naturalization_court	STRING(32)	naturalizationCourtNumber
Naturalization Location	afile_naturalization_loc	STRING(32)	naturalizationLocation
NATZ Certificate ID	afile_natz_certificate_id	STRING(32)	certificateNumber
Date of Entry	afile_date_of_entry	Time	dateOfEntry
Port of Entry	afile_port_of_entry	STRING(32)	portOfEntry

I-94 Admission Number	afile_i94_admission_number	STRING(32)	I94AdmissionNumber
FBI Number	afile_fbi_number	STRING(32)	FBINumber
FINS Number	afile_fins_number	STRING(32)	FINSNumber
Access Control	afile_access_control	STRING(32)	AcessControl
Sex	afile_sex	STRING(32)	sex
Alien Number	afile_alien_number	STRING(32)	primaryANumber
Unique Document Identifier	adoc_uniq_doc_identifier	STRING(32)	document_identifier
Document Type	adoc_document-type	STRING(32)	document_type
Document Category	adoc_document-category	STRING(32)	document_category
Left-Right Flag (True for Right)	adoc_flag_left_right	BOOLEAN	disposition
Sequence Number	adoc_sequence_number	INTEGER	document_order
Scan Date	adoc_scan_date	TIME	date_scanned
Scan Location	adoc_scan_location	STRING(32)	scanned_location)
Scan Device ID	adoc_scan_device_id	STRING(32)	scanner_id
Interfile Flag	adoc_flag_interfile	BOOLEAN	interfiled
Record of Proceeding Sequence	adoc_rop_sequence	INTEGER	rop_sequence
Record of Proceeding Description	adoc_rop_description	STRING(32)	rop_description
Page Count	adoc_page_count	INTEGER	number_pages

**PERMANENT.** In 2009 transfer the electronic A-File to the National Archives data covering individuals born in 1909 or earlier. In 2010, transfer to the National Archives files of individuals born in 1910 or earlier. Beginning in 2015 and every 5 years thereafter, transfer to the National Archives data covering individuals born 100 years earlier. For example: In 2015, transfer to the National Archives data covering individuals born between 1910 and 1915.

**c. Outputs**

Statistical and Management Reports

**TEMPORARY.** Delete/Destroy when no longer needed for agency business. GRS 20, Items 12, 16

**d. System Documentation**

User Manual

**PERMANENT.** Transfer to the National Archives with the permanent electronic records to which the documentation relates. GRS 20, Item 11 a(2)

**Protection of Privacy.** All A-Files are subject to the provisions of the Privacy Act and Freedom of Information Act. After ownership of all records is transferred to the National Archives of the United States, they are subject to the Freedom of Information Act and the National Archives General Restrictions (36 CFR § 1202.60). Adherence to the USCIS Privacy Notice as set forth in DHS system of records notice is mandatory.

**Exemption to the Privacy Act: 552a(b)(3).** The Secretary of Homeland Security has exempted this system of records from subsections (c) (3) and (4), (d), (e), (1), (2), and (3), (e), (4), (G, and H), (e), (5) and (8) and (g) of the Privacy Act. The exemptions apply only to the extent that records in the system are subject to exemption pursuant to 5 U.S.C. 552a(j)(2) and (k)(2). The Department of Homeland Security has published implementing regulations in accordance with the requirements of 5 U.S.C. 553 (b), (c), and (e) and these have been published in the *Federal Register* and can be found at 6 CFR Appendix C to Part 5.