

Request for Records Disposition Authority

Records Schedule Number DAA-0566-2017-0008

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 Form I-102, Application for Replacement/Initial Nonimmigrant Arrival-Departure Document

Internal agency concurrences will be provided No

Background Information

U.S. Citizenship and Immigration Services (USCIS) is the government agency that oversees lawful immigration to the United States. USCIS processes applications, petitions, and requests pursuant to the Immigration and Nationality Act (INA) and issues documentation to applicants, petitioners, and requestors to reflect their immigration status and eligibility to travel, work, and live in the United States, as well as their status as derivative or naturalized United States citizens.

Form I-102 is used to request a new or replacement of an incorrect, lost, stolen, or mutilated Nonimmigrant Arrival-Departure Document.

This schedule applies to applications, petitions, and requests regardless of original submission method (including applications, petitions, and requests that are adjudicated via USCIS electronic systems regardless of original submission method).

This schedule may include future forms (of similar use) or form name modifications, unless noted on future forms.

This schedule is date forward from approval from the Archivist of the United States. This schedule does not apply to forms and their supporting documentation already placed in Alien Files (A-Files).

Note: All documentation submitted or created in support of a USCIS application, petition, or request is maintained in accordance with USCIS policy and NARA approved retention schedules after being scanned into USCIS electronic systems. Forms and submitted documents are subject to immediate destruction upon receipt.

Submitted documentation may include, but is not limited:

- Applications, Petitions, or Requests
- Supporting Documentation
- Evidence
- Unrequested Documentation

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.

Exception: Records that are linked to national security, law enforcement, fraud, administrative investigations or actions, congressional inquiries or similar matters may be extended beyond the applicable retention period in five-year increments.

This schedule supports the USCIS initiative to move from paper to electronic records in compliance with the media neutral guidance found in 36 CFR § 1225.24 and the E-Government Act of 2002.

This schedule also complies with GRS 5.2, Item 20 (for previously scheduled records).

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
7	0	7	0

GAO Approval

0001, 0003, 0004, 0005

Outline of Records Schedule Items for DAA-0566-2017-0008

Sequence Number	
1	Requests for a replacement/initial arrival/departure document (approved) Disposition Authority Number: DAA-0566-2017-0008-0001
2	Requests for a replacement/initial arrival/departure document (denied) Disposition Authority Number: DAA-0566-2017-0008-0002
3	Requests for a replacement/initial arrival/departure document (abandoned) Disposition Authority Number: DAA-0566-2017-0008-0003
4	Requests for a replacement/initial arrival/departure document (withdrawn) Disposition Authority Number: DAA-0566-2017-0008-0004
5	Requests for a replacement/initial arrival/departure document (admin closed) Disposition Authority Number: DAA-0566-2017-0008-0005
6	Requests for a replacement/initial arrival/departure document (NSF) Disposition Authority Number: DAA-0566-2017-0008-0006
7	Requests for a replacement/initial arrival/departure document (lockbox reject) Disposition Authority Number: DAA-0566-2017-0008-0007

Records Schedule Items

Sequence Number	
1	<p>Requests for a replacement/initial arrival/departure document (approved)</p> <p>Disposition Authority Number DAA-0566-2017-0008-0001</p> <p>When the request is granted</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>GRS or Superseded Authority Citation N1-85-90-04 / 1/a NC1-85-85-1 / 15</p> <p>Disposition Instruction</p> <p>Retention Period Destroy 2 year(s) after the replacement document is produced.</p> <p>Additional Information</p> <p>GAO Approval Required and Received</p>
2	<p>Requests for a replacement/initial arrival/departure document (denied)</p> <p>Disposition Authority Number DAA-0566-2017-0008-0002</p> <p>When the request is denied</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>

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GRS or Superseded Authority Citation NC1-85-85-1 / 15

Disposition Instruction

Retention Period Destroy 6 year(s) after the date of the denial.

Additional Information

GAO Approval Not Required

Requests for a replacement/initial arrival/departure document (abandoned)

Disposition Authority Number DAA-0566-2017-0008-0003

When the request is abandoned, if applicable

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

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Disposition Instruction

Retention Period Destroy 2 year(s) after the replacement document is produced.

Additional Information

GAO Approval Required and Received

Requests for a replacement/initial arrival/departure document (withdrawn)

Disposition Authority Number DAA-0566-2017-0008-0004

When the request is withdrawn, if applicable

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

5	Do any of the records covered by this item exist as structured electronic data?	Yes
	Disposition Instruction	
	Retention Period	Destroy 2 year(s) after the replacement document is produced.
	Additional Information	
	GAO Approval	Required and Received
	Requests for a replacement/initial arrival/departure document (admin closed)	
	Disposition Authority Number	DAA-0566-2017-0008-0005
	when the request is administratively closed, if applicable	
	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		
Retention Period	Destroy 2 year(s) after the replacement document is produced.	
Additional Information		
GAO Approval	Required and Received	
Requests for a replacement/initial arrival/departure document (NSF)		
Disposition Authority Number	DAA-0566-2017-0008-0006	
when the request is rejected for non-sufficient funds (NSF), if applicable.		
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	

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Do any of the records covered by this item exist as structured electronic data?	Yes
Disposition Instruction	
Retention Period	Destroy 2 year(s) after the date of the NSF notice.
Additional Information	
GAO Approval	Not Required
Requests for a replacement/initial arrival/departure document (lockbox reject)	
Disposition Authority Number	DAA-0566-2017-0008-0007
when the request is rejected by the Lockbox	
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	
Retention Period	Destroy 6 year(s) after the request is rejected.
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
12/06/2016	Return to Submitter	Joseph Martinez	Records Officer	US Citizenship and Immigration Services - Policy and Implementation Branch
12/07/2016	Return to Submitter	Joseph Martinez	Records Officer	US Citizenship and Immigration Services - Policy and Implementation Branch
03/31/2017	Certify	Joseph Martinez	Records Officer	US Citizenship and Immigration Services - Policy and Implementation Branch
04/13/2017	Return for Revision	Ashby Crowder	Archives Specialist	National Archives and Records Administration - ACRA
04/24/2017	Submit For Certification	Cheryl Afflerbach	MPA	USCIS - Records
11/03/2017	Certify	Joseph Martinez	Records Officer	US Citizenship and Immigration Services - Policy and Implementation Branch
11/30/2017	Return for Revision	Ashby Crowder	Archives Specialist	National Archives and Records Administration - ACRA
05/25/2018	Submit For Certification	Joseph Martinez	Records Officer	US Citizenship and Immigration Services - Policy and Implementation Branch
05/25/2018	Certify	Joseph Martinez	Records Officer	US Citizenship and Immigration Services - Policy and Implementation Branch

10/10/2018	Submit for Concurrency	Ashby Crowder	Archives Specialist	National Archives and Records Administration - ACRA
10/18/2018	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
10/18/2018	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
10/18/2018	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist