Request for Records Disposition Authority

Records Schedule Number	DAA-0566-2019-0017
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	Quality Assurance Database
Internal agency concurrences will be provided	No

Background Information

U.S. Citizenship and Immigration Services (USCIS) operates the Quality Assurance Database (QA DB) to administer, manage, and automate the Quality Assurance (QA) program. QA DB collects, uses, maintains, and disseminates data about individuals requesting immigration benefits and USCIS personnel to include contractors.

USCIS QA Program is responsible for ensuring that the adjudication of immigration related filings are consistent across all USCIS. Quality assurance is used to monitor and evaluate adjudicative processes and procedures. QA reviewers perform reviews of immigration related requests against checklists. The QA Program designed checklists for each benefit filing type, and each filing type is evaluated based on certain questions and criteria. QA reviewers use the information in the QA Program for internal quality assurance purposes only.

The QA program also consolidates data regarding outcomes and administrative events. Such events include case decision types or decision dates. Using locally developed applications such as the QA Database, USCIS Directorates process these data, originally collected for adjudication and operational purposes, to prepare it for statistical analysis. This involves creating checklists for each adjudication type, evaluating data for completeness, matching information across datasets, and converting data to statistical results.

This schedule includes QA DB and future systems performing similar functions, unless specifically excluded in future retention schedules.

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items

| 1 | 0 | 1 | 0 |

GAO Approval

Outline of Records Schedule Items for DAA-0566-2019-0017

Sequence Number	
1	Quality Assurance Database Master File Disposition Authority Number: DAA-0566-2019-0017-0001

Records Schedule Items

Sequence Number	
1	**Quality Assurance Database Master File**

Disposition Authority Number   DAA-0566-2019-0017-0001

Collected data may include, but is not limited to: • User Name: First, Middle, Last • User Email • Case Type • Case Decision Type • A-Number • Receipt Number • Decision Date System data collected may include, but is not limited to, data from: CLAIMS, TECS, CIS 2, ICMS, and ADIS.

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	**Cut off at end of calendar year in which petition/ request for immigration benefits is adjudicated.**
Retention Period	**Destroy 5 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
04/15/2019	Certify	Andrew Smith	Management and Program Analyst	USCIS - USCIS
04/15/2019	Return for Revision	Ashby Crowder	Archives Specialist	National Archives and Records Administration - ACRA
04/15/2019	Submit For Certification	Andrew Smith	Management and Program Analyst	USCIS - USCIS
04/15/2019	Certify	Andrew Smith	Management and Program Analyst	USCIS - USCIS
07/29/2019	Submit for Concurrence	Ashby Crowder	Archives Specialist	National Archives and Records Administration - ACRA
08/01/2019	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
08/01/2019	Concur	Laurence Brewer	Chief Records Officer	National Records and Archives Administration - National Records and Archives Administration
08/02/2019	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist