REQUEST FOR RECORDS DISPOSITION AUTHORITY	JOB NUMBER N1-566-06- *1*

To. NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001	Date received *3-9-2006*

1 FROM (Agency or establishment) Department of Homeland Security	**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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10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 Teddy Davis	5 TELEPHONE NUMBER 202-305-4696	DATE *8/13/06*	ARCHIVIST OF THE UNITED STATES *Allen Weinstein*

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 __*2*__ 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,

☒ is not required   ☐ is attached, or   ☐ has been requested

DATE *3-9-06*	SIGNATURE OF AGENCY REPRESENTATIVE Marian Smith *Marian L Smith*	TITLE Records Officer

7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
1.	**National File Tracking System (NFTS)** **Applicability:** Agency-wide **Description:** NFTS is a client-server automated system that enables USCIS to track and account for nearly 50 million Alien Files (A-Files) and Receipt Files NFTS allows for local control of all files within a designated USCIS File Control Office (FCO) or Case Control Office (CCO), The system supports the file migration from the USCIS field offices to facilitate a national tracking system that supports the National Records Center (NRC) and a centralization of agency records **Specific restrictions:** All records in NFTS are protected from unauthorized access through appropriate administrative, physical, and technical safeguards These safeguards include restricting access to those wit ha need-to-know to perform their official duties, using locks and alarm devices, passwords, and/or encrypted data communications **Vital record:** Yes **Specific legal requirements:** 8 U S C Chapter 12		

cc Agency NR nwmb nwme nwmw

Disposition information:

a System inputs Data derived from the Central Index System (CIS), the Receipt and Alien File Accountability and Control System (RAFACS), and the National Archives and Records Administration (NARA) Federal Records Center System Central Information Processing System (CIPS)

DISPOSITION TEMPORARY Destroy/Delete after the data has been entered into the master file and verified

b Master File

Data elements include A-File Number, file room location, shelf number, field office, name, telephone number and e-mail address of the person possessing the file, date the file was transferred, accession number, if in the Federal Records Center

DISPOSITION TEMPORARY Destroy/Delete when no longer needed for agency business

c System outputs

Statistical and ad hoc reports

DISPOSITION TEMPORARY Destroy/Delete when no longer needed for agency business

d System documentation Regardless of medium, record layouts, technical description of the files, data dictionaries, operational manuals, reference guides

DISPOSITION TEMPORARY Destroy/Delete when obsolete, superseded, or no longer needed for reference

2. Electronic Mail and Word Processing

Electronic copies of records created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by other items in this schedule Also includes electronic copies of records on electronic mail and word processing systems that are maintained for updating, revision, or dissemination

a Copies that have no further administrative value after the recordkeeping copy is made Includes copies maintained by individuals in personal files, personal electronic mail directories, or other directories on hard disk or network drives, and copies on shared network drives that re used only to produce the recordkeeping copy

DISPOSITION TEMPORARY Destroy/Delete 180 days after the recordkeeping copy has been produced

| | b Copies used ... dissemination, revision, or updating that are maintained in addition to the recordkeeping copy

DISPOSITION TEMPORARY Destroy/Delete when dissemination, revision, or updating is completed | | |

PREVIOUS EDITION NOT USABLE **STANDARD FORM 115** (REV 3-91)
Prescribed by NARA 36 CFR 1228