REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER N1- 566 -08-19
To NATIONAL ARCHIVES and RECORDS ADMINISTRATION 8601 Adelphi Road, College Park, MD 20740-6001		DATE RECEIVED 8/19/08

1 FROM (Agency or establishment) Department of Homeland Security	NOTIFICATION TO AGENCY
2 MAJOR SUBDIVISION U S. Citizen 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request, including amendments, is approved except for items that may be marked ☐disposition not approved☐ or ☐withdrawn☐ in column 10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 Office of Field Operations ASC Program	

4 NAME OF PERSON WITH WHOM TO CONFER William (Bill) C Hall	5 TELEPHONE 202-272-8535	DATE 1-13-09	ARCHIVIST OF THE UNITED STATES Adrienne Thomas

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 __ page(s) are not needed now for the business of 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 8/19/08	SIGNATURE OF AGENCY REPRESENTATIVE Tricia Canard Tricia Canard	TITLE USCIS 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7 Item No	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)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	**SCHEDULING AND NOTIFICATION OF APPLICANTS FOR PROCESSING (SNAP)** Description SNAP automatically schedules appointments for immigration benefits applicants/petitioners to submit biometric information to USCIS Application Support Centers (ASCs), which is required as part of the application or petition process To schedule these appointments, USCIS personnel at ASCs log into CLAIMS 3 and manually select applications that require background checks and export the selected applicants' names, A-numbers or SSNs, receipt numbers, dates of birth, mailing addresses, and attorney's names and addresses (if applicable) from CLAIMS 3 This information is then emailed from the ASC to the USCIS SNAP support team, who upload it into SNAP SNAP uses that information to automatically schedule applicant appointments with the appropriate ASC based on each applicant's zip code and the ASC's appointment capacity Once the appointment is scheduled, SNAP generates a notice that includes the ASC location, the date and time that the applicant should arrive, and any additional instructions pertinent to that application, which USCIS mails to the applicant as notice of the appointment SNAP also automatically generates a notice to send to the applicant's		

attorney if one is involved
System users are USCIS personnel (employees and contractors)
USCIS personnel include three application user classes for SNAP

- Class 1 – Query – Users requiring read-only access to all data stored in the system with the ability to reprint an applicant's scheduling notice,
- Class 2 – Data-Entry – Users requiring access to view, enter, and modify scheduling and/or biographic data, with the ability to schedule and reschedule applicants, and
- Class 3 – Administrator – Users requiring all standard functions, plus the ability to override default settings, create new user accounts, reset passwords, and change users' roles

Specific Restrictions Access and security controls are established to mitigate privacy risks associated with authorized and unauthorized users, namely misuse and inappropriate dissemination of data. Authorized users are broken into specific classes with specific access rights Audit trails are kept in order to track and identify any unauthorized use of system information Data encryption is employed at every appropriate step to ensure that only those authorized to view the data may do so and that the data has not been compromised while in transit. Further, SNAP complies with DHS security guidelines, which provide hardening criteria for securing networks, computers, and computer services against attack and unauthorized information dissemination

Applicability Agency-wide

Vital Record. No

Specific Legal Requirement: 8 USC

a INPUTS

USCIS personnel at ASCs manually select applicants that require background checks and export applicant biographic information from CLAIMS 3 into an intermediary repository, which is then uploaded into SNAP Additional information regarding whether fingerprints or other biometric information have been captured is collected from the Benefit Biometric Support System (BBSS) USCIS personnel also capture and track scheduling information in support of all ASCs' biometric appointments

Disposition Temporary Destroy/ delete after the data has been transferred to the master file and verified	GRS 20, item 2

b MASTER FILE

The data elements unique to SNAP are Application ID, appointment date, and user ID Data elements extracted from CLAIMS 3 or BBSS include, but may not be limited to first and last name of applicant, alien registration number (A-Number), receipt number, social security number (SSN) (if no A-Number exists), date of birth, mailing address, appointment date, application received date, ASC code, status, User ID, SC code, and transmission control request (TCR)

Disposition Temporary Delete/destroy 15 months from the last recorded action		
c <u>**OUTPUTS**</u>		
SNAP generates a paper scheduling notice that USCIS mails to the applicant and applicant's attorney, if one is involved SNAP also generates reports detailing the status of scheduling requests, including which applicants have been scheduled to which locations and appointment times SNAP outputs are not retained save only for copies of scheduling notices sometimes placed in the A-File which are subject to A-File retention (N1-566-08-11) For example, when an adjudicator denies a case for abandonment (and the applicant has been scheduled through SNAP), the adjudicator will reprint a copy of the SNAP scheduling notice and place it in the applicant's A-File Immigration court cases also sometimes cause adjudicators to reprint a copy of the SNAP scheduling notice, if it is relevant Any system outputs not needed for the A-File, for the applicant, for the applicant's attorney, or for the court are to be dispositioned as follows		
Disposition Temporary Destroy/delete when no longer needed for agency business	GRS 20, item 16	
d <u>**SYSTEM DOCUMENTATION**</u>		
Record layouts, technical description of files, data dictionary, and System Development Life Cycle (SDLC) documents		
Disposition. Temporary Delete/destroy when no longer needed for agency business	GRS 20, item 11	

attorney if one is involved
System users are USCIS personnel (employees and contractors)
USCIS personnel include three application user classes for SNAP

- Class 1 – Query – Users requiring read-only access to all data
  stored in the system with the ability to reprint an applicant's
  scheduling notice,
- Class 2 – Data-Entry – Users requiring access to view, enter, and
  modify scheduling and/or biographic data, with the ability to
  schedule and reschedule applicants, and
- Class 3 – Administrator – Users requiring all standard functions,
  plus the ability to override default settings, create new user
  accounts, reset passwords, and change users' roles

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and computer services against attack and unauthorized information
dissemination

Applicability. Agency-wide

Vital Record No

Specific Legal Requirement: 8 USC

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Benefit Biometric Support System (BBSS) USCIS personnel also
capture and track scheduling information in support of all ASCs'
biometric appointments

Disposition. Temporary Destroy/ delete after the data has been
transferred to the master file and verified

GRS 20, item 2

b **MASTER FILE**

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date, and user ID Data elements extracted from CLAIMS 3 or BBSS
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Disposition: Temporary Delete/destroy 15 months from the last recorded action

c OUTPUTS

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Disposition: Temporary Destroy/delete when no longer needed for agency business

GRS 20, item 16

d SYSTEM DOCUMENTATION.

Record layouts, technical description of files, data dictionary, and System Development Life Cycle (SDLC) documents

Disposition: Temporary Delete/destroy when no longer needed for agency business

GRS 20, item 11