REQUEST FOR RECORDS DISPOSITION AUTHORITY	JOB NUMBER N1-566-12-02

To NATIONAL ARCHIVES and RECORDS ADMINISTRATION 8601 Adelphi Road, College Park, MD 20740-6001	DATE RECEIVED 3/6/12

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request, including amendments, is approved except for items that may be marked ☐disposition not approved☐ or ☐withdrawn☐ in column 10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 Records Division, Records Operations Branch	

4 NAME OF PERSON WITH WHOM TO CONFER Teddy Davis	5 TELEPHONE 202-587-9790	DATE 16 Aug 12	ARCHIVIST OF THE UNITED STATES

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 02/27/2012	SIGNATURE OF AGENCY REPRESENTATIVE 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7 Item No	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)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.	**MICROFILM DIGITIZATION APPLICATION SYSTEM (MIDAS) RECORDS OPERATIONS CASE MANAGEMENT TRACKING (CMT) SUBSYSTEM** Description The Records Operations Branch processes record requests from customers such as DHS, other Federal agencies, Congress, and the general public The MIDAS Records Operations Case Management Tracking (CMT) Subsystem is used to track the customer requests, their status, and the response provided Customer requests are submitted by mail or on-line using web-based forms such as File Creation Request, File Request, Search Request, Certificate Of Non-Existence (Form I-212), Certificate of Non-Existence (No Naturalizations), Certificate of Non-Existence (No Record), and Certified True Copy The MIDAS database (scheduled under Job Number N1-566-06-02), the Alien Files (N1-566-08-11), and the Electronic Document Management System (EDMS, N1-566-08-17) contain the immigration records that are used to respond to customer requests All case tracking records are maintained electronically, any mail-in requests are scanned If original Alien File and/or EDMS records are copied/sent to a customer in response to a request, no additional copy of the responsive record(s) is made, scanned, or stored in this system Applicability USCIS Records Division		

Specific Restrictions Access to the MIDAS Records Operations CMT Subsystem is protected from unauthorized users through appropriate administrative, physical, and technical safeguards The safeguards include designating user roles and restricting access to those with a need to perform their official duties

Vital Records None in Records Operations CMT

Specific Legal Requirement 8 CFR Parts 103 and 299, 8 USC §§ 1103, et seq

a. INPUTS

(1) The system receives input data from web-based forms that are completed by customers and processed in batch nightly by the system, the batch data is dispositioned as follows

Disposition TEMPORARY Delete/destroy when data is entered into the master database file and verified

| | GRS 20, Item 2a(4) |

(2) Records Operations staff manually input data from and scan/upload copies of any hard copy requests and/or supporting documentation submitted by customers

Disposition TEMPORARY Delete/destroy hard copy requests and supporting documentation after data entry and verification of successful upload of scanned images into the master database file

| | GRS 20, Item 2a(4) |

b. MASTER DATABASE FILE

The following information is captured about the case, customers (aka requesters), and the individuals (aka subjects) being inquired about
- Case data elements may include but are not limited to Case ID, case type, opened and closed date, status, closure code, file creation type, case worker and type, case creation source
- Requester data elements may include but are not limited to Name, job title, email address, phone and fax number, department, agency, office, section, address and comments or additional information
- Subject data elements may include but are not limited to Name and any other names used, date of birth and if actual or estimated, country of birth, file number and type, Naturalization Certificate Number and date of naturalization

Disposition TEMPORARY Delete/destroy electronic case file three years after case is closed

c. OUTPUTS

Electronic copies of system-generated outputs provided to customers such as response letters are maintained in the master database file and are dispositioned accordingly Standard or ad hoc reports can be regenerated as needed and are dispositioned as follows

Disposition TEMPORARY Delete/destroy reports when no longer needed for agency business

| | GRS 20, Item 16 |

d. SYSTEM DOCUMENTATION

All system lifecycle documentation including system user manual

Disposition   TEMPORARY   Delete/destroy when no longer needed for agency business

GRS 20,
Item
11a(1)