Records Schedule Number Schedule Status	DAA-0566-2016-0017 Approved
Agency or Establishment Record Group / Scheduling Group Records Schedule applies to Schedule Subject Internal agency concurrences will	Citizenship and Immigration Services Records of U.S. Citizenship and Immigration Services Agency-wide Naturalization and Citizenship Forms (Temporary) No
be provided Background Information	U.S. Citizenship and Immigration Services (USCIS) is the government agency that oversees lawful immigration to the United States. USCIS processes applications for immigration benefits and issues documentation to applicants that reflects their immigration status and eligibility to travel, work, and live in the United States, as well as their
	status as derivative or naturalized citizens. 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.
	This schedule applies to applications, petitions, and requests regardless of original submission type (including applications, petitions, and requests that are adjudicated via USCIS electronic systems regardless of original submission type).
	This schedule does not apply to applications, petitions, and requests already placed in Alien Files (A-Files).This schedule may include future forms (of similar use) or form name modifications, unless noted on future forms.
	Note: All documentation submitted in support of a USCIS application, petition, or request is subject to destruction after being scanned into USCIS electronic systems. Submitted documentation may include, but is not limited: • Applications, Petitions, or Requests • Supporting Documentation • Unrequested Documentation

Request for Records Disposition Authority

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Note: Records that are linked to national security, law enforcement, fraud, litigation holds, 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.

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items		Number of Withdrawn Disposition Items
2	0	2	0

GAO Approval

Outline of Records Schedule Items for DAA-0566-2016-0017

Sequence Number	
1	Naturalization and Citizenship Supplementary Forms Disposition Authority Number: DAA-0566-2016-0017-0001
2	Administrative Naturalization and Citizenship Forms Disposition Authority Number: DAA-0566-2016-0017-0002

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Records Schedule Items

Sequence Number				
1	Naturalization and Citizenship Supplementary Forms			
	Disposition Authority Number	DAA-0566-2016-0017-0001		
	Forms (and supporting documentation / evidence) related to naturalization and citizenship filed by or on behalf of an applicant for naturalization or a legal permanent resident, which do not document the granting / denial of naturalization and citizenship benefits. Submission of these supplementary forms may be required in special cases, such as: to further the determination of whether naturalization applicants are eligible for exemption from the general requirements for naturalization; the need to document continued eligibility for naturalization benefits; and to indicate an desire to naturalize. Examples of forms include, but are not limited to (this list will include both superseded and future forms or form name modifications, unless noted on future forms): • Application to File Declaration of Intention (N-300), • Request for Certification of Military or Naval Service (N-426), and • Application to Preserve Residence for Naturalization Purposes (N-470).			
	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 100 year(s) after the applicant's date of birth, or when business use ceases, whichever is later.		
	Additional Information			
	GAO Approval	Not Required		
2	Administrative Naturalization	and Citizenship Forms		
	Disposition Authority Number	DAA-0566-2016-0017-0002		
	and the courts in the adminis do not document the granting	on and citizenship used by USCIS, other agencies, stration of the naturalization process. These forms g / denial of naturalization and citizenship benefits. Jude, but are not limited to (this list will include both		

Records Schedule: DAA-0566-2016-0017

superseded and future forms or form name modifications, unless noted on future forms): • Notice of Approval of Application to Preserve Residence (N-472), • Oath of Allegiance and Order Granting Request for Name Change (N-647), and • Monthly Report Naturalization Papers (N-4).

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
GRS or Superseded Authority Citation	DAA-0566-2015-0005-0001
Disposition Instruction	
Retention Period	Destroy 7 year(s) after the applicant has obtained citizenship or 7 years from the record creation date, whichever is sooner.
Additional Information	
GAO Approval	Not Required

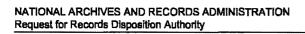


Agency Certification

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	Ву	Title	Organization
11/15/2016	Certify	Joseph Martinez	Records Officer	US Citizenship and Immigration Services - Policy and Implementation Branch
02/14/2017	Return for Revisio n	Jeremy Schmidt	Archives Specialist	National Archives and Records Administration - ACRA Appraisal Team 1
02/22/2017	Submit For Certific ation	Joseph Martinez	Records Officer	US Citizenship and Immigration Services - Policy and Implementation Branch
02/22/2017	Certify	Joseph Martinez	Records Officer	US Citizenship and Immigration Services - Policy and Implementation Branch
03/06/2017	Return for Revisio n	Jeremy Schmidt	Archives Specialist	National Archives and Records Administration - ACRA Appraisal Team 1
03/15/2017	Submit For Certific ation	Joseph Martinez	Records Officer	US Citizenship and Immigration Services - Policy and Implementation Branch
03/15/2017	Certify	Joseph Martinez	Records Officer	US Citizenship and Immigration Services - Policy and Implementation Branch
05/16/2017	Submit for Concur rence	Jeremy Schmidt	Archives Specialist	National Archives and Records Administration - ACRA Appraisal Team 1



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05/19/2017	Concur	Margaret Hawkins	Director of Records Management Servic es	National Records Management Program - ACNR Records Management Serivces
05/19/2017	Concur	Margaret Hawkins	Director of Records Management Servic es	National Records Management Program - ACNR Records Management Serivces
05/22/2017	Approve	David Ferriero	Archivist of the Unite d States	Office of the Archivist - Office of the Archivist

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