

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0582-2024-0002

Status: APPROVED
Date Approved: 09/16/2024

General Information

Agency or Establishment	Executive Office for Immigration Review
Record/Scheduling Group	0582 - Records of the Executive Office for Immigration Review
Records Schedule Applies To	Agency-wide
Schedule Subject	Record of Proceeding Case Files
Additional Schedule Information	<p>The Executive Office for Immigration Review (EOIR) was created on January 9, 1983, through an internal Department of Justice (DOJ) reorganization which combined the Board of Immigration Appeals (BIA or Board) with the Immigration Judge function previously performed by the former Immigration and Naturalization Service (INS). The reorganization made the Immigration Courts independent from the agency charged with enforcement of Federal immigration laws. The 2003 creation of the Department of Homeland Security (DHS) removed INS from DOJ, further separating DHS and EOIR functions.</p> <p>The primary mission of EOIR is to adjudicate immigration cases by fairly, expeditiously, and uniformly interpreting and administering the Nation's immigration laws. Under delegated authority from the Attorney General, EOIR conducts immigration court proceedings, appellate reviews, and administrative hearings. EOIR is accorded bureau level status for the administration of information and records management under Record Group 582.</p> <p>The EOIR Office of the Chief Immigration Judge (OCIJ), its field offices (the immigration courts), and the BIA conduct immigration proceedings to resolve various immigration matters. All information and documents submitted during and in preparation for immigration court hearings and adjudications, including proceedings before the BIA, are entered into the record of proceeding (ROP) case file, which is the official record of immigration proceedings before EOIR.</p>

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In June 2018, EOIR first introduced the EOIR Courts and Appeals System (ECAS) to OCIJ. Following the initial pilot, EOIR rolled out ECAS nationwide to immigration courts, immigration adjudication centers, and the BIA. ECAS was created to establish an electronic case management and filing system for proceedings before EOIR. Importantly, with ECAS, EOIR introduced the electronic Record of Proceeding (eROP) to EOIR's adjudicatory components. ECAS is now utilized by all EOIR immigration courts, immigration adjudication centers, and the BIA in the adjudication of immigration proceedings. Accordingly, immigration proceedings before OCIJ and the BIA are now initiated in ECAS through the creation of an eROP. As EOIR makes strides to digitize agency records, an increasing number of ROPs are being digitized into eROPs.

This records schedule is media neutral and applies to ROPs in any format.

Is There a Classified Version of This Schedule?

No

Is consultation and coordination with Tribal Governments required?

No - the records covered by this schedule do not implicate Tribal interests

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Item Count

Total number of disposition items: 1

Number of Temporary disposition items: 1

Number of Permanent disposition items: 0

Number of Items with Disposition Not Approved: 0

Number of Inactive disposition items: 0

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Outline of Records Schedule Items for DAA-0582-2024-0002

Item #	Title	Disposition
0001	Record of Proceeding (ROP) and Electronic Record of Proceeding (eROP) Case Files	Temporary

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Records Schedule Items

DAA-0582-2024-0002-0001		STATUS: Active
ITEM GENERAL INFORMATION		
Item Title	Record of Proceeding (ROP) and Electronic Record of Proceeding (eROP) Case Files	
Item Description	<p>The record of proceeding (ROP) is created and maintained by EOIR staff and adjudicators. Each ROP includes notices and orders created by EOIR staff and adjudicators, as well as documents and filings submitted by parties to the proceedings. The records contained in an ROP are used to adjudicate immigration proceedings before EOIR. These records include but are not limited to: charging documents; immigration relief applications; supporting evidence and exhibits; motions; briefs; hearing notices; hearing transcripts; and adjudicator decisions. Specifically, ROP documents may include, but are not limited to, the following forms: Notice to Appear, Form I-862; Notice of Referral to Immigration Judge, Form I-863; Record of Inadmissible/Deportable Alien, Form I-213; Application for Asylum and for Withholding of Removal, Form I-589; Petition for Alien Relative, Form I-130; Application to Register Permanent Residence or Adjust Status, Form I-485; Application for Cancellation of Removal and Adjustment of Status for Certain Nonpermanent Residents, Form EOIR-42B; Application for Cancellation of Removal for Certain Permanent Residents, Form EOIR-42A; Change of Address/Contact Information, Form EOIR-33; Notice to EOIR: Alien Address, Form I-830; Record of Determination/Credible Fear Worksheet, Form I-870; Notice of Entry of Appearance as Attorney or Representative Before the Immigration Court, Form EOIR-28; Notice of Entry of Appearance as Attorney or Representative Before the Board of Immigration Appeals, Form EOIR-27. In addition to these various forms and applications, an ROP may include the following submissions: motions (to reopen, to reconsider, to change venue, to dismiss, to terminate, to continue); written pleadings; legal briefs; and evidentiary submissions in support of an application for relief from removal. ROPs may be in paper or electronic (eROP) form.</p>	
Is this item media neutral?	Yes	
Is this item a Big Bucket?	No	
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS		

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Does this item supersede existing disposition authorities?	Yes
Superseded Items	
Superseded Item	Item Superseded in Part? Explanation
NC1-060-84-07 / 1	No
Is this item a deviation from the GRS?	No
DISPOSITION INSTRUCTION	
Final Disposition	Temporary
Cutoff Instructions	Cut off when a final administrative order is entered.
Retention Period	Destroy 50 year(s) after cutoff
ADDITIONAL INFORMATION	
Are any of the records covered by this item national security classified?	Yes
GAO Approval Required	No

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Signatory Information

Action	User	Date
Approve	Colleen Shogan	09/16/2024