

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER <u>NI-563-04-1</u>	
To: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		DATE RECEIVED <u>10/23/03</u>	
1 FROM (Agency or establishment) Department of Homeland Security		NOTIFICATION TO AGENCY 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disposition request, including amendments, is approved except for items that may be marked Disposition not approved or Withdrawn in column 10.	
2 MAJOR SUBDIVISION Bureau of Immigration and Customs Enforcement (BICE)			
3 MINOR SUBDIVISION			
4 NAME OF PERSON WITH WHOM TO CONFER Diana L. Campbell	5 TELEPHONE (202) 514-4913	DATE <u>2-11-04</u>	ARCHIVIST OF THE UNITED STATES <i>John W. Paul</i>
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 <u>4</u> page(s) are not now needed 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,			
<input checked="" type="checkbox"/> is not required, <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.			
DATE <u>10-10-03</u>	SIGNATURE OF AGENCY REPRESENTATIVE <i>Teola Bouse</i>	TITLE Dir., Records Policy & Analysis Branch	
7 Item No	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
1.	THE STUDENT AND EXCHANGE VISITOR INFORMATION SYSTEM (SEVIS) Description. The Student and Exchange Visitor Information System (SEVIS) is an internet-based system that provides tracking, monitoring, and access to accurate and current information on non-immigrant Students (F-1 and M-1), exchange visitors (J-1), and their dependents (F-2, M-2, and J-2) in the United States. The system is an E-gov environment with the main repository at the Justice Data Center in Rockville, Maryland. SEVIS enables schools and program sponsors to transmit electronic information and event notifications via the internet to the Department of Homeland Security (DHS) and the Department of State (DOS) throughout the stay of a student or an exchange visitor in the United States. The system will reflect international student or exchange visitor status changes; such as admission at Port of Entry (POE), change of address, program extensions, and in programs of study. SEVIS also allows printing of appropriate forms and provides reminders, alerts, and basic reporting capabilities <i>cc Agency, M...</i>	NCI-85-85-1 And NCI-96-1/3d	

SEVIS enables schools to submit school certification applications, submit updates to DHS that require adjudication, and create and update the records of F-1 (academic) and M-1 (vocational) students and their dependents. DHS officers have the capability to adjudicate updates made to school and student records using SEVIS, and Principal Designated School Officials (PDSOs) will be notified through SEVIS of the adjudication results.

Program: Student Exchange Visitor Program (SEVP)

Applicability: Agency-wide

Specific Restrictions: Highly sensitive tracking and monitoring information as well as confidential information concerning foreign students and their dependents. All records in SEVIS are protected from unauthorized access through appropriate administrative, physical, and technical safeguards. The safeguards include restricting access to those with a need-to-know to perform their official duties, using a permanent ID and password.

Vital Record: Yes

Specific Legal Requirements: 8 USC §§ 1101 and 1185; IIRIRA § 641(c), USA Patriot Act § 416, INS regulations at 8 CFR 214.3(g) and DOS regulations at 22 CFR 62.

a. INPUTS.

Major inputs included online entries made by Principal Designated School Officials (PDSOs), Designated School Officials (DSOs), and Administrative School Officials (ASOs) from Form I-20 "Certificate of Eligibility for Nonimmigrant Student Status", Form I-17 "Petition for Approval of School for Attendance by Nonimmigrant Students", Form DS-2019 "Certificate of Eligibility for Exchange Visitors", and Form DS 3036 "Exchange Visitor Application".

TEMPORARY. Delete/Destroy after the data has been transferred to the master file and verified.

b. MASTER FILE.

Types of data elements include:

Student Information

- Name
- Gender
- Date of Birth
- Type of Visa
- Port of entry
- Date of admission
- Admission status
- Country of Birth
- Country of Citizenship
- Reason for issuance of most recent Form I-20 "Certification of Eligibility for Nonimmigrant (F-1) Student Status"
- Initial attendance
- Change of status
- Drivers license
- Social security number (optional)
- United States address
- Foreign address
- Level of education pursued by student (vocational or academic)
- Primary, secondary, and minor major
- SEVIS identification number
- School transfer

- Individual taxpayer identification number (optional)
- Normal length of study
- Program start and end date
- English proficiency
- Number of months in academic term
- Financial information
- Verification of fee receipt
- Remarks if any regarding student

Dependent Information

- Name
- Date of birth
- Country of citizenship
- Port of entry
- Date of admission
- Admission status
- Gender
- Relationship
- Remarks if any regarding dependent

School Information

- Name of school
- Name of main campus
- Address of school (local and mailing)
- Type of school
- Name and address of school owner, if private school
- What the school offers
- School sessions
- Date registration begins for each session
- Date school was established
- Authorization school operates under
- Accreditation
- Areas of study
- Degrees offered by school
- Admission requirements
- Courses of study and time necessary to complete
- Graduation requirements
- Causes for expulsion
- Average annual number of classes, students, instructors, and non-teaching employees
- Approximate annual cost of room, board, and tuition per student

School Official Information

- Name
- Title
- Email address
- Alien registration number if applicable
- Role at each campus

TEMPORARY. Delete/Destroy when 75 years old. If the data becomes too large it will be copied onto electronic media and stored at the Department of Justice Data Center in Rockville, MD or Dallas, TX.

Note: DHS/BICE agrees to maintain these records in accordance with 36 CFR 1234 §§ 30-32 for their entire 75-year retention period.

c. **OUTPUTS**

Ad hoc reports, and Form I-20 "Certificate of Eligibility for Nonimmigrant Student Status", and Form DS-2019 "Certificate of Eligibility for Exchange Visitors".

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

d. **System Documentation:**

User Manual

TEMPORARY. Destroy when the system becomes obsolete, superseded, or no longer needed for agency business.

Privacy Act Restriction: 552a(b) (3)