

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b>		JOB NUMBER <i>NI-566-08-12</i>	
To: NATIONAL ARCHIVES and RECORDS ADMINISTRATION 8601 Adelphi Road, College Park, MD 20740-6001		DATE RECEIVED <i>4/16/08</i>	
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 <input type="checkbox"/> disposition not approved <input type="checkbox"/> or <input type="checkbox"/> withdrawn <input type="checkbox"/> in column 10.	
2 MAJOR SUBDIVISION  Citizen and Immigration Services (CIS)			
3 MINOR SUBDIVISION  Service Center Operations			
4 NAME OF PERSON WITH WHOM TO CONFER  James Chiang	5 TELEPHONE  202-272-1511	DATE <i>2/11/08</i>	ARCHIVIST OF THE UNITED STATES <i>Allen W. ...</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 __ 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,  <input checked="" type="checkbox"/> is not required; <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.			
DATE <i>4-16-08</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>Brian Fitz</i>	TITLE USCIS Records Officer	
7 Item No	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION  <b>Computer Linked Application Information Management System 3 Local Area Network (CLAIMS 3 LAN)</b>  CLAIMS 3 LAN is a case management application used by USCIS to track and process the adjudication of applications and petitions (referred to herein collectively as "applications") for immigration benefits and services except those related to asylum and naturalization. CLAIMS 3 LAN maintains and processes information from numerous different types of USCIS applications and is the primary source of applicants' or petitioners' (referred to herein collectively as "applicants") information that is used to perform background checks, conduct examinations (review of the information that is being provided by applicants), and adjudications (process by which decisions are made to grant or deny an application).  CLAIMS 3 LAN collects information that includes data identifying an applicant or beneficiary, information supporting the applicant or beneficiary's claimed eligibility and status, and supplementary supporting or corroborative information. Collection of data takes place at USCIS' five service centers, Baltimore and Washington District Offices, and the Administrative Appeal's Office.	9 GRS OR SUPERSEDED JOB CITATION  <i>NI-563-04-3</i>	10 ACTION TAKEN (NARA USE ONLY)

	<p>Specific Restrictions: None</p> <p>Specific Legal Requirements: 8 USC §§ 1101, 1181, and 1185</p> <p>Vital Records: Yes</p> <p><b>1. Inputs:</b> Applications and Petitions: The system contains personal and biographical information extracted from various applications and petitions (that have approved disposition schedules)</p> <p><b>DISPOSITION: Temporary.</b> Delete/Destroy when data has been entered into the Master File and verified. This disposition applies only to input documents that are not considered Receipt File or A-File content. (Input that becomes part of a Receipt File or A-File must be retained according to the specific retention schedules governing their disposition).</p> <p><b>2. Master File:</b> Types of data elements may include name, address, sex, birth date, nationality, marital status, place and date of marriage, A-File Number, Social Security Number (if any), information regarding family members and relatives.</p> <p><b>DISPOSITION: Temporary.</b> Delete/Destroy 15 years after last completed action.</p> <p><del><b>3. Outputs:</b> CLAIMS 3 LAN reports can be generated when needed based on receipt number, A-Number, or other query-able data set.</del></p> <p><b>DISPOSITION: Temporary.</b> Delete/Destroy when no longer of reference value.</p> <p><del><b>4. System Documentation:</b> <b>DISPOSITION: Temporary.</b> Delete/Destroy when system is superseded, obsolete, or no longer needed for agency business.</del></p> <p>Privacy Act Restriction: 552a(b)(3).</p>	<p>GNS 20 ITEM 16</p> <p>GNS 20 ITEM 11</p>	
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