

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0566-2017-0036

Status: INACTIVE
Date Approved: 05/08/2018

General Information

Agency or Establishment	United States Citizenship and Immigration Services
Record/Scheduling Group	0566 - Records of U.S. Citizenship and Immigration Services
Records Schedule Applies To	Agency-wide
Schedule Subject	Certificate of Non-Existence
Additional Schedule Information	<p>A Certificate of Non-Existence (CNE) is an official agency statement regarding the contents of USCIS records. It certifies that no record exists on a particular individual, decision or action based on the identifying information or criteria provided by the requester or encountered as a result of USCIS electronic and physical searches.</p> <p>The authority to provide a Certificate of Non-Existence of USCIS records is outlined in 8 CFR 103.7(f).</p> <p>USCIS records are not duplicated in CNEs.</p> <p>CNEs may include the original request and any documentation prepared by USCIS.</p> <p>CNEs may exist in physical or electronic formats.</p> <p>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.</p> <p>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.</p>
Is There a Classified Version of This Schedule?	No
Is consultation and coordination with Tribal Governments required?	Predate requirement

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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: 1

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Outline of Records Schedule Items for DAA-0566-2017-0036

Item #	Title	Disposition
0001	Certificate of Non-Existence of USCIS records	Temporary

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Records Schedule Items

DAA-0566-2017-0036-0001	STATUS: INACTIVE - NOT FOR USE
ITEM GENERAL INFORMATION	
Item Title	Certificate of Non-Existence of USCIS records
Item Description	A Certificate of Non-Existence (CNE) is an official agency record and applies to USCIS records. It certifies that no record exists on a particular individual, decision or action based on the identifying information or criteria provided by the requester or encountered as a result of USCIS electronic and physical searches.CNEs may include the original request and any documentation prepared by USCIS.
Is this item media neutral?	Yes
Is this item a Big Bucket?	
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS	
Does this item supersede existing disposition authorities?	No
Is this item a deviation from the GRS?	No
DISPOSITION INSTRUCTION	
DO NOT USE. This item is inactive because it was superseded by New Disposition Authority Number: DAA-0566-2022-0006-0002 on 05/10/2024.	
Final Disposition	Temporary
Retention Period	Other: Delete/Destroy no sooner than 10 years from the date of record creation.
ADDITIONAL INFORMATION	
Are any of the records covered by this item national security classified?	
GAO Approval Required	No

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Signatory Information

Action	User	Date
Accept	Data Migration	09/28/2017
Approve	David Ferriero	05/08/2018