

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0566-2022-0006

Status: APPROVED
Date Approved: 05/10/2024

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	Certificates of Nonexistence
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. The authority to provide a Certificate of Non-Existence of USCIS records is outlined under 8 U.S.C section 1360 and further addressed in regulations at 8 CFR 103.7(f).</p> <p>The G-1566 Request for Certificate of Nonexistence is the form required for USCIS to furnish a Certificate of Nonexistence to customers.</p> <p>No USCIS records, other than the agency's response to the request, are provided in response to a CNE request.</p> <p>CNEs may include the original request and any documentation prepared by USCIS. Supporting documentation are retained digitally with the form in an electronic records keeping system. All transitory and intermediary records are governed by the General Records Schedule.. Intermediary Records will be destroyed upon certificate of successful creation of the final document or file or no longer required for business use, whichever is later.</p> <p>Exemption: All CNE cases that are created for individuals with prior asylum/refugee indicators, pending naturalization indicators or special circumstances will be interfiled into the A-File and retained according to USCIS Schedule N1-566-08-11.</p>

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Note: Records that are linked to national security, asylum, refugee, 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.

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: 5

Number of Temporary disposition items: 5

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-0566-2022-0006

Item #	Title	Disposition
0001	Form G-1566 Request for Certificate of Nonexistence	Temporary
0002	Certificates of Nonexistence when Issued	Temporary
0003	Request for Certificates of Nonexistence when Denied	Temporary
0004	Request for certificates of Nonexistence when Administratively Closed	Temporary
0005	Requests for certificates of Nonexistence rejected due to Non-Sufficient Funds (NSF)	Temporary

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Records Schedule Items

DAA-0566-2022-0006-0001		STATUS: Active
ITEM GENERAL INFORMATION		
Item Title	Form G-1566 Request for Certificate of Nonexistence	
Item Description	The form G-1566 is used to determine if the immigration records specified by the requestor exist for the subject of record listed on the form. If USCIS finds the type of records specified by the requestor, a Certificate will not be issued, but the requestor will be provided a response.	
Is this item media neutral?	Yes	
Is this item a Big Bucket?	No	
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS		
Does this item supersede existing disposition authorities?	Yes	
	Superseded Items	
Superseded Item	Item Superseded in Part?	Explanation
DAA-0566-2017-0036-0001	No	
Is this item a deviation from the GRS?	No	
DISPOSITION INSTRUCTION		
Final Disposition	Temporary	
Retention Period	Other: Destroy/Delete 3 years from case mailed date as indicated in the electronic records keeping system	
ADDITIONAL INFORMATION		
Are any of the records covered by this item national security classified?	No	
GAO Approval Required	No	

DAA-0566-2022-0006-0002		STATUS: Active
ITEM GENERAL INFORMATION		
Item Title	Certificates of Nonexistence when Issued	
Item Description	A Certificate of Nonexistence is issued to the customer as a result of a search of confirming nonexistence.	
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
DAA-0566-2017-0036-0001	No
Is this item a deviation from the GRS?	No
DISPOSITION INSTRUCTION	
Final Disposition	Temporary
Retention Period	Other: Destroy/Delete 3 years from case mailed date as indicated in the electronic records keeping system
ADDITIONAL INFORMATION	
Are any of the records covered by this item national security classified?	No
GAO Approval Required	No

DAA-0566-2022-0006-0003	STATUS: Active
ITEM GENERAL INFORMATION	
Item Title	Request for Certificates of Nonexistence when Denied
Item Description	A request for a certificate of nonexistence was denied based on existence of records pertaining to the specific request.
Is this item media neutral?	Yes
Is this item a Big Bucket?	No
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	
Final Disposition	Temporary
Retention Period	Other: Destroy/Delete 3 years from case mailed date as indicated in the electronic records keeping system
ADDITIONAL INFORMATION	
Are any of the records covered by this item national security classified?	No
GAO Approval Required	No

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DAA-0566-2022-0006-0004		STATUS: Active
ITEM GENERAL INFORMATION		
Item Title	Request for certificates of Nonexistence when Administratively Closed	
Item Description	A request for a certificate of nonexistence that is administratively closed due to insufficient information or request created in error.	
Is this item media neutral?	Yes	
Is this item a Big Bucket?	No	
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		
Final Disposition	Temporary	
Retention Period	Other: Destroy/Delete 3 years from case mailed date as indicated in the electronic records keeping system	
ADDITIONAL INFORMATION		
Are any of the records covered by this item national security classified?	No	
GAO Approval Required	No	

DAA-0566-2022-0006-0005		STATUS: Active
ITEM GENERAL INFORMATION		
Item Title	Requests for certificates of Nonexistence rejected due to Non-Sufficient Funds (NSF)	
Item Description	A request for certificate of nonexistence closed due to insufficient funding for request.	
Is this item media neutral?	Yes	
Is this item a Big Bucket?	No	
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		
Final Disposition	Temporary	
Retention Period	Other: Destroy/Delete 3 years from date of non-sufficient fund notice.	

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ADDITIONAL INFORMATION	
Are any of the records covered by this item national security classified?	No
GAO Approval Required	No

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Signatory Information

Action	User	Date
Accept	Data Migration	08/30/2022
Approve	Colleen Shogan	05/10/2024