

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER <i>71-563-04-4</i>	
To NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		DATE RECEIVED <i>6-25-2003</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 <del>disposition not approved</del> or <del>withdrawn</del> in column 10	
2 MAJOR SUBDIVISION <i>CITIZENSHIP AND IMMIGRATION SERVICES</i> Bureau of <del>Immigration &amp; Citizenship Services</del>			
3 MINOR SUBDIVISION			
4 NAME OF PERSON WITH WHOM TO CONFER Diana L. Campbell	5 TELEPHONE (202) 514-4913	DATE <i>3-24-04</i>	ARCHIVIST OF THE UNITED STATES <i>John W. Carl</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>3</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 <i>6/25/03</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>Veola Bouse</i>		TITLE Asst 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7 Item No	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	<b>COMPUTER LINKED APPLICATION INFORMATION MANAGEMENT SYSTEM – CLAIMS 4 (C-4)</b>  The Computer Linked Application Information Management System, CLAIMS 4 (C-4), is an electronic tracking system implemented at various Immigration Bureau offices Servicewide to process and track applications associated with naturalization and/or citizenship, and to replace naturalization/citizenship certificates C-4 interfaces with the Central Index System for verification of the applicant, and with the Fingerprint (FD-258) Tracking System for fingerprint requests  C-4 enables Immigration Bureaus to <ul style="list-style-type: none"> <li>Determine the status of pending applications for naturalization/citizenship,</li> </ul> <i>cc Agency, DR Number</i>		

- Account for and control the receipt and disposition of fees collected,
- Print naturalization/citizenship certificates, and
- Print information to be sent to applicants and their attorneys relating to their applications

**Specific Restrictions:** None

**Vital Record:** Yes

**Specific Legal Requirements:** 8 USC §§ 1101, 1427, 1428, 1439, 1440, and 1443, Sections 316(b), 317, 320, 322, 336, and 274C of the Immigration and Nationality Act, and Public Law 101-249

## 1. INPUTS

Information in the system consists of personal, identifying, and biographical information on applicants that is extracted from the following forms

- ~~N-300 "Application to File Declaration of Intention",~~ *not 1/4/11*
- N-336 "Request for a Hearing on a Decision in Naturalization Proceedings Under Section 336 of the Act",
- N-400 "Application for Naturalization",
- N-426 "Request for Certification of Military or Naval Service",
- N-470 "Application to Preserve Residence for Naturalization Purposes",
- N-565 "Application for Replacement Naturalization/Citizenship Document",
- N-600 "Application for Citizenship",
- N-600K "Application for Citizenship & Issuance of Certificate Under Section 322",
- ~~N-600N "Application for Transmission of Citizenship Through a Grandparent",~~
- ~~N-643 "Application for Certificate of Citizenship on Behalf of an Adopted Child", and~~
- ~~N-644 "Application for Posthumous Citizenship".~~

*Per agency form  
data never part of  
The System  
not 1/4/11*

The system also contains information on

- The date documents were filed or received,
- The status of the application, and
- The location of the record

## TEMPORARY

- Electronic data in the C-4 repository will be deleted 15 years after the benefit being sought is completed
- With the exception of the N-565, the forms listed above become a part of the A-File (NCI-85-80-5/1) The Form N-565 is held in the receipt file one year after data entry and then destroyed (NI-85-96-1/6)

## 2. Outputs

- Naturalization/Citizenship Certificates
- Receipt Notices
- Fingerprinting Notices
- Interview and Oath Scheduling Notices
- Payment Problem Notices
- Oath Preparation Notices

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- Declaration Notices
- Canned Reports requested by the courts

TEMPORARY.

With the exception of the Canned Reports, originals are sent to the applicant, copies go in the A-File (NC1-85-80-5/1) The Canned Reports are sent to the courts

**3. Master File:**

TEMPORARY Destroy/Delete 15 years after last completed action.

**4. System Documentation:**

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

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