



Office of Temporary and Disability Assistance

ANDREW M. CUOMO
Governor

MICHAEL P. HEIN
Commissioner

BARBARA C. GUINN
Executive Deputy Commissioner

General Information System (GIS) Message

Section 1

Transmittal:	21 TA/DC025 Upstate and New York City
Date:	May 5, 2021
To:	Subscribers
Suggested Distribution:	Commissioners, HEAP Coordinators, TA Directors, SNAP Directors, Staff Development Coordinators
From:	Alison Maura, Director of Temporary Assistance and HEAP Employment and Income Support Programs
Subject:	Disposal of Dated Systematic Alien Verification for Entitlements (SAVE) Records
Effective Date:	Immediately
Contact Information:	Temporary Assistance (TA) Bureau at: (518) 474-9344 or otda.sm.cees.tabureau@otda.ny.gov

Section 2

The purpose of this GIS message is to inform social services districts (districts) that on May 14, 2021, the United States Citizenship and Immigration Services (USCIS) will dispose of SAVE records that are more than 10 years old, which are those dated on or before December 31, 2010. Any necessary case information must be downloaded from the Historic Records Report by May 10, 2021 to retain information about these SAVE cases.

The Historic Records Report provides data about each SAVE case that is more than 10 years old and is scheduled for deletion in accordance with the governing National Archives and Records Administration (NARA) Retention and Disposal schedule. The data includes basic SAVE verification case information and is available annually to SAVE Super Users (e.g. OTDA) for about 90 days to allow SAVE user agencies to download and retain information about these cases before their deletion. Districts do not have direct access to these reports and must contact OTDA if information for a specific case is needed.

To obtain SAVE records from the Historic Records Report, districts are directed to contact the TA bureau at: (518) 474-9344 or otda.sm.cees.tabureau@otda.ny.gov.