



## General Information System (GIS) Message

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### Section 1

<b>Transmittal:</b>	23DC060 Upstate and New York City
<b>Date:</b>	August 21, 2023
<b>To:</b>	Subscribers
<b>Suggested Distribution:</b>	Commissioners, TA Directors, HEAP Coordinators, SNAP Directors, Employment Coordinators, Fair Hearing Officers, Staff Development Coordinators, WMS Coordinators
<b>From:</b>	Valerie Figueroa, Deputy Commissioner Employment and Income Support Programs
<b>Subject:</b>	Disposal of Dated Systematic Alien Verification for Entitlements (SAVE) Records
<b>Effective Date:</b>	Immediately
<b>Contact Information:</b>	Temporary Assistance Bureau at: 518-474-9344 or: <a href="mailto:tabureau@otda.ny.gov">tabureau@otda.ny.gov</a>

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### Section 2

The purpose of this GIS message is to inform social services districts (districts) that on September 1, 2023, the United States Citizenship and Immigration Services (USCIS) will dispose of Systematic Alien Verification for Entitlements (SAVE) records that are more than 10 years old, which are those dated on or before December 31, 2012. Any necessary case information must be downloaded from the Historic Records Report by August 26, 2023, to retain information about these SAVE cases. Annual guidance was previously released to districts in 2022 through [GIS 22 TA/DC028](#).

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) 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 [tabureau@otda.ny.gov](mailto:tabureau@otda.ny.gov).