

# SAVE Instructions to Download Historic Records Report Tip Sheet



The Historic Records Report provides data about each SAVE case that is more than 10 years old and slated 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 for about 90 days to allow user agencies to download and retain information about these cases before their deletion. Use of information contained in the Historic Records Report is governed by the same terms and conditions found in your agency's Memorandum of Agreement, other SAVE access agreement, and DHS-USCIS policies. If you require further information about your agency's Memorandum of Agreement or access agreement, please contact your supervisor or contact SAVE at [SAVE.help@uscis.dhs.gov](mailto:SAVE.help@uscis.dhs.gov).

## Step 1: Navigate to the Run Reports – Selection and Details Screen

On the SAVE Homepage, select the Run Reports in the Reports drop-down menu:



## Step 2: Select the Historic Records Report

On the Run Reports – Selection and Details screen, select the Historic Records Report radio button and then select Next:

### RUN REPORTS

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#### SELECTION AND DETAILS

Select a report type.

- Agency Ad Hoc Report - Standard
- Historic Records Report
- Month End Agency Transactions by Benefit Report
- Month End Agency Transactions by User Summary Report
- SAVE Billing Transaction Report
- SAVE Duplicate Case Summary Report
- Web Agency Audit Report

**Report: Historic Records Report**

The Historic Records Report provides data about each SAVE case that is over 10 years old and slated for deletion in accordance with the governing National Archives and Records Administration Retention and Disposal schedule. The data includes basic SAVE verification case information and is available annually to SAVE Super Users for about 90 days to allow user agencies to download and retain information about these cases prior to their deletion. Use of information contained in the Historic Records Report is governed by the same terms and conditions as those found in your agency's Memorandum of Agreement or other SAVE access agreement and DHS-USCIS policies. If you require further information about your agency's Memorandum of Agreement or access agreement, please contact your supervisor or SAVE at [SAVE.help@uscis.dhs.gov](mailto:SAVE.help@uscis.dhs.gov).

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## Step 3: Submit Request

The Run Reports – Parameters page will display with information describing the SAVE Historic Records Report. There are no parameters available for this report. Select Submit.

### RUN REPORTS

#### PARAMETERS

Enter criteria to customize the report. \*Indicates a required field.

**Report:** Historic Records Report

**Description:** The Historic Records Report provides data about each SAVE case that is over 10 years old and slated for deletion in accordance with the governing National Archives and Records Administration Retention and Disposal schedule. The data includes basic SAVE verification case information and is available annually to SAVE Super Users for about 90 days to allow user agencies to download and retain information about these cases prior to their deletion. Use of information contained in the Historic Records Report is governed by the same terms and conditions as those found in your agency's Memorandum of Agreement or other SAVE access agreement and DHS-USCIS policies. If you require further information about your agency's Memorandum of Agreement or access agreement, please contact your supervisor or SAVE at SAVE.help@uscis.dhs.gov.

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Submit

## Step 4: Download File

A File Download window will open. Save the file.

### RUN REPORTS

#### PARAMETERS

Enter criteria to customize the report. \*Indicates a required field.

**Report:** Historic Records Report

**Description:** The Historic Records Report provides data about each SAVE case that is over 10 years old and slated for deletion in accordance with the governing National Archives and Records Administration Retention and Disposal schedule. The data includes basic SAVE verification case information and is available annually to SAVE Super Users for about 90 days to allow user agencies to download and retain information about these cases prior to their deletion. Use of information contained in the Historic Records Report is governed by the same terms and conditions as those found in your agency's Memorandum of Agreement or other SAVE access agreement and DHS-USCIS policies. If you require further information about your agency's Memorandum of Agreement or access agreement, please contact your supervisor or SAVE at SAVE.help@uscis.dhs.gov.

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Submit

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Do you want to open or save HistoricRecordsReport.csv from save.uscis.gov?

Open

Save

Cancel

X

# SAVE Instructions to Download Historic Records Report Tip Sheet



## Step 5: Open File

Open file to have Excel launch the Historic Records Report. The following screen shots are split into two parts due to the number of columns in the report.

BIRTH_DATE	INITIAL_RESOLUTION	ADDITIONAL_RESOLUTION	DHS_3RD_STEP_RESOLUTION	FINAL_STATUS	CASE_CLOSURE_DATE	CLOSURE_DESCR	ACCESS_METHOD_CODE	BENEFIT_NAME	HLQ	COMMENTS
1										
2	LAWFUL PERMANENT RESIDENT-EMPLOYMENT AUTHORIZED			LAWFUL	1/1/2004 0:00		WEB-1	ABCD	WXYZ	
3	LAWFUL PERMANENT RESIDENT-EMPLOYMENT AUTHORIZED			LAWFUL	1/2/2004 0:00		WEB-2	ABCD	WXYZ	
4	LAWFUL PERMANENT RESIDENT-EMPLOYMENT AUTHORIZED			LAWFUL	1/3/2004 0:00		WEB-3	ABCD	WXYZ	
5	LAWFUL PERMANENT RESIDENT-EMPLOYMENT AUTHORIZED			LAWFUL	1/4/2004 0:00		WEB-4	ABCD	WXYZ	
6	LAWFUL PERMANENT RESIDENT-EMPLOYMENT AUTHORIZED			LAWFUL	1/5/2004 0:00		WEB-5	ABCD	WXYZ	
7	LAWFUL PERMANENT RESIDENT-EMPLOYMENT AUTHORIZED			LAWFUL	1/6/2004 0:00		WEB-6	ABCD	WXYZ	
8	LAWFUL PERMANENT RESIDENT-EMPLOYMENT AUTHORIZED			LAWFUL	1/7/2004 0:00		WEB-7	ABCD	WXYZ	
9	LAWFUL PERMANENT RESIDENT-EMPLOYMENT AUTHORIZED			LAWFUL	1/8/2004 0:00		WEB-8	ABCD	WXYZ	
10	LAWFUL PERMANENT RESIDENT-EMPLOYMENT AUTHORIZED			LAWFUL	1/9/2004 0:00		WEB-9	ABCD	WXYZ	

AGENCY_ID	AGENCY	DEPARTMENT_ID	DEPARTMENT	GROUP_ID	GROUP_NAME	INITIATED_BY	INITIATED_DATE	CASE_VERIFICATION_NUMBER	LAST_NAME	FIRST_NAME
1										
2	1234	SOME AGENCY	5678	ABCD Region 1	123	Region 1 SOME ST	ABCD1234	1/1/2004 0:00	1234567891012AB	
3	1235	SOME AGENCY	5679	ABCD Region 2	124	Region 1 SOME ST	ABCD1235	1/2/2004 0:00	1234567891012AB	
4	1236	SOME AGENCY	5680	ABCD Region 3	125	Region 1 SOME ST	ABCD1236	1/3/2004 0:00	1234567891012AB	
5	1237	SOME AGENCY	5681	ABCD Region 4	126	Region 1 SOME ST	ABCD1237	1/4/2004 0:00	1234567891012AB	
6	1238	SOME AGENCY	5682	ABCD Region 5	127	Region 1 SOME ST	ABCD1238	1/5/2004 0:00	1234567891012AB	
7	1239	SOME AGENCY	5683	ABCD Region 6	128	Region 1 SOME ST	ABCD1239	1/6/2004 0:00	1234567891012AB	
8	1240	SOME AGENCY	5684	ABCD Region 7	129	Region 1 SOME ST	ABCD1240	1/7/2004 0:00	1234567891012AB	
9	1241	SOME AGENCY	5685	ABCD Region 8	130	Region 1 SOME ST	ABCD1241	1/8/2004 0:00	1234567891012AB	
10	1242	SOME AGENCY	5686	ABCD Region 9	131	Region 1 SOME ST	ABCD1242	1/9/2004 0:00	1234567891012AB	