



U.S. Citizenship  
and Immigration  
Services

U.S. Department of Homeland Security  
U.S. Citizenship and Immigration  
Services Verification Division  
Camp Springs, MD 20588

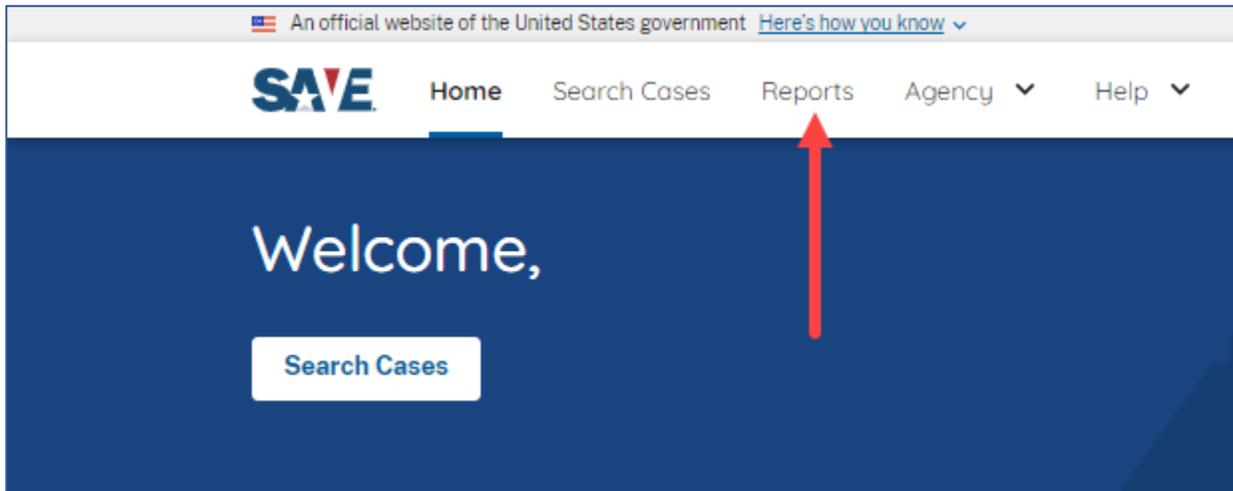
## Tip Sheet: Steps to Download Historic Records Report

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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 Reports

On the SAVE Homepage, select the **Reports** from the upper navigation ribbon:



## Step 2: Select the Historic Records Report

On the Reports page, scroll down to locate the **Historic Records Report** then select the blue **Run Report** button:

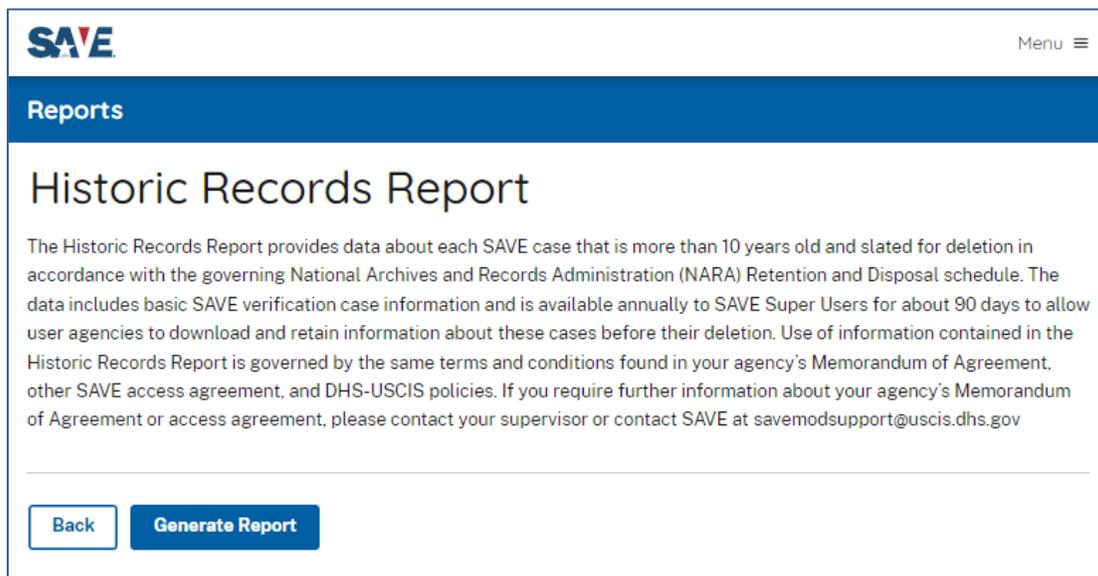
### Historic Records Report

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[Run Report](#)

## Step 3: Generate Report

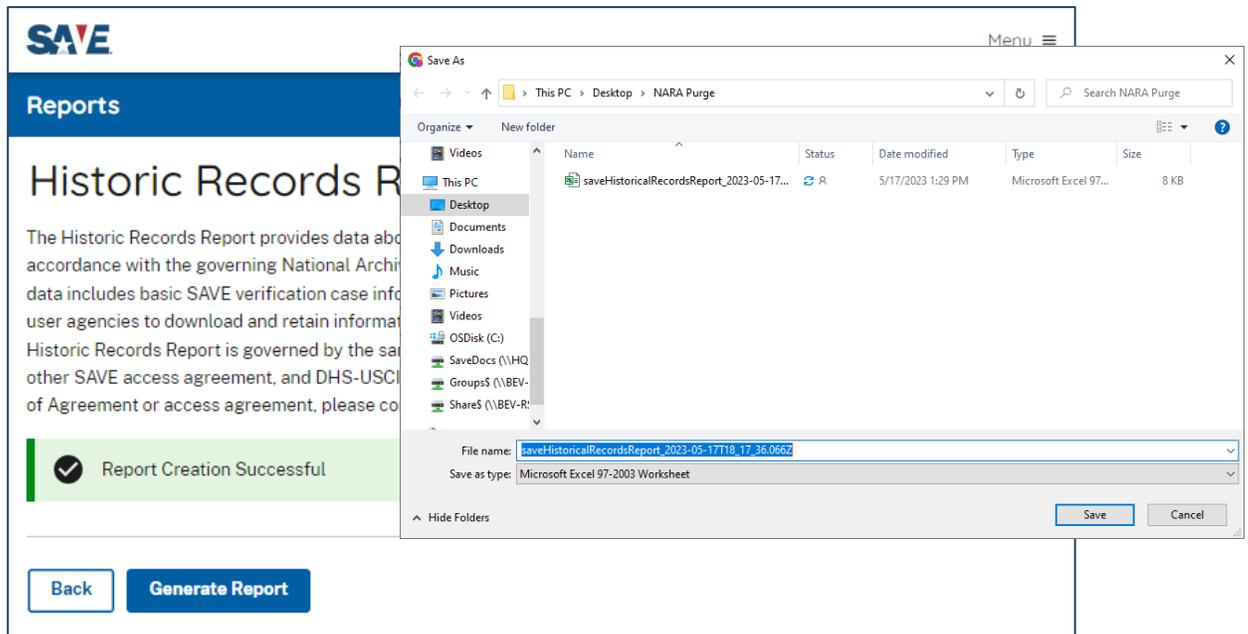
You will be redirected to the **Historic Records Report** page.. Select **Generate Report**.



The screenshot shows the SAVE application interface. At the top left is the SAVE logo, and at the top right is a 'Menu' icon. Below the logo is a blue header bar with the word 'Reports' in white. The main content area has the title 'Historic Records Report' and a paragraph of text explaining the report's purpose and availability. At the bottom of the page, there are two buttons: a white 'Back' button and a blue 'Generate Report' button.

## Step 4: Download File

Once you select **Generate Report**, a green box will appear above the buttons to reflect “Report Creation Successful.” A pop up will also appear to allow you to download and save a copy of the file to your computer. Once you select the location you want to save the file, select **Save**.



## Step 5: Open File

Open file to have Excel launch the Historic Records Report.

The screenshot shows an Excel spreadsheet with the following data:

	A	B	C	D	E	F	G	H	I	J	K	L
	AGENCY_ID	AGENCY	DEPARTMENT_ID	DEPARTMENT	GROUP_ID	GROUP_NAME	STATE	INITIATED_BY	INITIATED_DATE	CASE_NUMBER	DOCUMENT_LAST_NAME	DOCUMENT_FIRST_NAME
1	4707	District of Columbia - SAVE DMV Test Agency	118206	SAVE Liaison	12276	8th Floor	DC	ABC1234	10/16/2012	2012200000000AS	Smith	Harald
2	4707	District of Columbia - SAVE DMV Test Agency	118206	SAVE Liaison	12276	8th Floor	DC	ABC1234	12/07/2012	2012000000000QJ	Doe	John
3	4707	District of Columbia - SAVE DMV Test Agency	118206	SAVE Liaison	12276	8th Floor	DC	ABC1234	09/17/2012	2012000000000DY	James	Marc
4	4707	District of Columbia - SAVE DMV Test Agency	118206	SAVE Liaison	12276	8th Floor	DC	ABC1234	11/20/2012	2012000000000EK	Mike	Guy