



## General Information System (GIS) Message

### Section 1

<b>Transmittal:</b>	26DC004 Upstate and New York City
<b>Date:</b>	January 15, 2026
<b>To:</b>	Subscribers
<b>Suggested Distribution:</b>	Commissioners, TA Directors, SNAP Directors, HEAP Coordinators, 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>	Public Assistance Bureau at 518-474-9344 or <a href="mailto:tabureau@otda.ny.gov">tabureau@otda.ny.gov</a>
<b>Attachments:</b>	None

### Section 2

The purpose of this GIS message is to inform social services districts (districts) that on January 20, 2026, 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. This affects records dated on or before December 31, 2015.

Every year, USCIS releases a Historic Records Report which provides data about each SAVE case, including basic SAVE verification case information, that is more than 10 years old and is slated for deletion. This is in accordance with the governing National Archives and Records Administration (NARA) Retention and Disposal schedule. Districts granted SAVE user access by the Office of Temporary and Disability Assistance (OTDA) will not have direct access to this report and must contact OTDA if information on a specific case is needed.

To obtain SAVE records from the Historic Records Report, districts should contact the Public Assistance bureau at 518-474-9344 or [tabureau@otda.ny.gov](mailto:tabureau@otda.ny.gov).