

# REQUEST AUTHORITY TO DISPOSE OF RECORDS

(See Instructions on Reverse)

TO: **GENERAL SERVICES ADMINISTRATION,  
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, D.C. 20408**

1. FROM (AGENCY OR ESTABLISHMENT)  
Department of Justice

2. MAJOR SUBDIVISION  
Immigration and Naturalization Service

3. MINOR SUBDIVISION  
Information Services

4. NAME OF PERSON WITH WHOM TO CONFER  
Eugene A. Kupferer

5. TEL. EXT.  
376-8484

6. CERTIFICATE OF AGENCY REPRESENTATIVE:

LEAVE BLANK	
DATE RECEIVED <b>2 NOV 1977</b> <b>NC 1 8 5</b>	JOB NO. <b>78 1</b>
NOTIFICATION TO AGENCY	
In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "with-drawn" in column 10.	
<b>3-3-78</b> Date	<i>James R. Ouellette</i> Archivist of the United States

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records, that the records proposed for disposal in this Request of 2 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified

*26 Oct. 1977*  
(Date) *James R. Ouellette*  
(Signature of Agency Representative)

Chief, Records Administration  
and Information Branch

(Title)

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p><u>INS STATISTICAL REPORTING SYSTEM</u></p> <p>This Service is required by Section 347 of the Immigration and Nationality Act to collect and to report statistical information regarding immigration and naturalization activity. The Statistical Reporting System meets the requirements of law and provides useful data for management decisions in operations, personnel, and the budget process. The data is collected Service-wide and is used internally and by other government agencies, embassies, Congress, industry, research groups, students, scholars, and the general public.</p> <p>Data from various forms and documents relating to aliens admitted to the U.S. on a permanent or temporary basis, U.S. citizens expatriated, aliens naturalized, crewman deserted, aliens deported or required to depart, excluded aliens, and derivative citizens is recorded on statistical cards or worksheets. This data is then keyed to magnetic tape and various statistical reports are generated.</p>		
1	Statistical cards/worksheets: Destroy after verification of data on related magnetic tape.		
2	Statistical reports: Transfer to a Federal Record Center in multi-year segments ten years after the fiscal year in which created or when no longer necessary for administrative purposes, whichever is shorter. Destroy when twenty-five years old.		

*3 items*

*sent to agency, NCW & NNE - 3/6/78*

3 Magnetic tape: Permanent retention. Offer to NARS  
annually.

**WITHDRAWN**

NOTE: Item three supercedes previous authority given  
under: NN-166-105, HR No. 1227, 89th Congress, 2nd  
Session, dated January 27, 1966; and NN-168-110 thru 112  
HR No. 1477, 90th Congress, 2nd Session, dated May 27, 1968.