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| <b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b>   |  | JOB NUMBER<br>N1-563-03-5  |  |
| TO: NATIONAL ARCHIVES & RECORDS ADMINISTRATION<br>8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001  |  | Date received<br>7-3-03  |  |
| 1. FROM (Agency or establishment)<br>Department of Homeland Security   |  | NOTIFICATION TO AGENCY<br><br>In accordance with the provisions of 44 U.S.C. 3303a, the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. |  |
| 2. MAJOR SUBDIVISION<br>Bureau of Citizenship and Immigration Services   |  |  |  |
| 3. MINOR SUBDIVISION<br>Regulations and Forms Services Division  |  |  |  |
| 4. NAME OF PERSON WITH WHOM TO CONFER<br>Richard A. Sloan<br>Stephen Tarragon  | 6. TELEPHONE NUMBER<br>(202) 616-7600<br>(202) 616-7597  | DATE<br>1-12-05  | ARCHIVIST OF THE UNITED STATES<br><i>John W. Paul</i>              |
| 7. AGENCY CERTIFICATION<br>I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached <u>1</u> page(s) are not needed now for the business for this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies,<br><br><input checked="" type="checkbox"/> is not required <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested. |  |  |  |
| DATE<br>8/20/04  | SIGNATURE OF AGENCY REPRESENTATIVE<br>Veola Rouse <i>Veola Rouse</i>   |  | TITLE<br><i>Records</i><br>Asst. Dir., Policy and Analysis Branch. |
| 7. ITEM NO.  | 8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION  | 9. GRS OR SUPERSEDED JOB CITATION  | 10. ACTION TAKEN (NARA USE ONLY)                                   |
| 1.   | <p><b>RULEMAKING DOCKET FILES</b></p> <p>Case files containing a copy of proposed, Interim, or final rules/regulations; Regulation Development Plans; Notices of Intent to Regulate; preliminary drafts; materials submitted for inclusion in the Federal Register; internal agency or other agency and public comments; copy of published rule/regulation; background summaries; memorandums; correspondence; and related records.</p> <p>Arrangement: Sequentially by assigned number.</p> <p>Volume: Approximately 6.0 cubic feet annually.</p> <p>a. Official case files maintained in the Regulations and Forms Services Division.</p> <p>PERMANENT. Cutoff when completed. Retain 3 years and retire to off-site storage. Transfer to the National</p> |  |  |

*ce Agency, NR, NWPD, NWMA, nwct*

Archives in 10-year blocks when 20 years old.

- b. Duplicate case files maintained in other offices.

TEMPORARY. Destroy when superseded, obsolete, or no longer needed for reference.

2. Electronic Mail and Word Processing System Copies.

- a. Copies that have no further administrative value after the recordkeeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy.

TEMPORARY. Delete/Destroy within 180 days after the recordkeeping copy has been produced.

- b. Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy.

TEMPORARY. Delete/Destroy when dissemination, revision, or updating is complete.