

Request for Records Disposition Authority

Records Schedule Number DAA-0566-2014-0004
Schedule Status Approved
Agency or Establishment Citizenship and Immigration Services
Record Group / Scheduling Group Records of U.S. Citizenship and Immigration Services
Records Schedule applies to Agency-wide
Schedule Subject Legacy Immigration and Naturalization Service (INS) Deportation Control and Tracking Forms
Internal agency concurrences will be provided No

Background Information ***Note:** This schedule applies only to Legacy INS deportation control and tracking forms in USCIS possession that were created and used prior to the formation of the Department of Homeland Security (DHS) and its constituent agencies in 2002. It should not be construed as to apply to forms generated subsequent to the creation of DHS and/or already placed in immigration files.

Description: Legacy INS used a variety of forms to provide for uniform control and tracking of immigration cases, including those in which deportation or expulsion proceedings were instituted. Forms that were used in this process include, but are not limited to:

- G-143, Lookout Notice Worksheet
- G-174, Deportation Statistical Punch Card
- G-189, Departure Without Order of Deportation Statistical Punch Card
- G-324, Non-Service Detention Facility Information Card
- G-373, Request for Status of Deportation Proceedings
- I-154, Deportation Docket Control Card
- I-156, Deportation Docket Control Action Slip or Notice
- I-157, Notice of Deportation
- I-161, Record of Required Departure - Prior to the Issuance of an Order to Show Cause
- I-170, Deportation Case Check Sheet
- I-172, Present Status of Expulsion Case
- I-249, Report of Alien Detained at Service Expense
- I-380, Record of Expenses Billable to Transportation Company
- I-393, Bond Control Card

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
1	0	1	0

GAO Approval

Outline of Records Schedule Items for DAA-0566-2014-0004

Sequence Number

1	Legacy Immigration and Naturalization Service (INS) Deportation Control and Tracking Forms Disposition Authority Number: DAA-0566-2014-0004-0001
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Records Schedule Items

Sequence Number	
1	Legacy Immigration and Naturalization Service (INS) Deportation Control and Tracking Forms
	Disposition Authority Number DAA-0566-2014-0004-0001
	Final Disposition Temporary
	Item Status Active
	Is this item media neutral? Yes
	Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No
	Disposition Instruction
	Retention Period Destroy forms created prior to 2002 (not already placed in immigration files) immediately upon schedule approval or when no longer needed for agency business, whichever is later.
	Additional Information
	GAO Approval Not Required

Agency Certification

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 in this schedule are not now needed for the business of the agency or will not be needed after the retention periods specified.

Signatory Information

Date	Action	By	Title	Organization
07/24/2014	Certify	Tricia Canard	USCIS Records Officer	US Citizenship and Immigration Services - Policy and Implementation
01/26/2015	Submit for Concurrence	Rachel BanTonkin	Supervisor, ACNR Appraisal Team 1	National Archives and Records Administration - Records Management Services
01/28/2015	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - Records Management Services
01/29/2015	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
01/30/2015	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist