

Request for Records Disposition Authority

Records Schedule Number DAA-0566-2015-0006

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 INS Transit Files

Internal agency concurrences will be provided No

Background Information Prior to the institution of the Alien File series as the repository for all immigration-related documents, the Immigration and Naturalization Service (INS) used various file series to document interactions with individuals under the Immigration and Naturalization Act, prior laws, and other regulations.

Note: Legacy INS Transit Files are not to be confused with currently active Temporary A-Files. Temporary A-Files are also commonly referred to as T-Files and are assigned a file number beginning with the letter T. This schedule shall not be construed as to apply to these files.

Note: This schedule applies only to Legacy INS Transit Files 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 files created subsequent to the creation of DHS and/or already placed in immigration files.

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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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-0566-2015-0006

Sequence Number	
1	Legacy INS Transit Files Disposition Authority Number: DAA-0566-2015-0006-0001

Records Schedule Items

Sequence Number	
1	<p data-bbox="365 421 704 453">Legacy INS Transit Files</p> <p data-bbox="365 474 1146 506">Disposition Authority Number DAA-0566-2015-0006-0001</p> <p data-bbox="365 527 1489 676">The Transit File series was used to track non-immigrants transiting through the United States. Transit File numbers begin with the letter T, followed by digits taken from Form I-94, Arrival and Departure Records. Documents in the files may include, but are not limited to warrants and Board of Special Inquiry decisions.</p> <p data-bbox="365 687 919 719">Final Disposition Temporary</p> <p data-bbox="365 740 854 772">Item Status Active</p> <p data-bbox="365 793 824 825">Is this item media neutral? Yes</p> <p data-bbox="365 846 808 974">Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No</p> <p data-bbox="365 985 984 1049">GRS or Superseded Authority Citation NC1/85/83/5 / 1</p> <p data-bbox="365 1081 672 1112">Disposition Instruction</p> <p data-bbox="365 1134 1308 1166">Retention Period Destroy upon approval of this schedule.</p> <p data-bbox="365 1208 667 1240">Additional Information</p> <p data-bbox="365 1261 951 1293">GAO Approval Not Required</p>

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
07/15/2015	Certify	Joseph Martinez	HQ Records Officer Staff	US Citizenship and Immigration Services - Policy and Implementation Branch
07/29/2015	Return for Revision	Rachel BanTonkin	Supervisor, ACNR Appraisal Team 1	National Archives and Records Administration - Records Management Services
07/30/2015	Submit For Certification	Christopher Pleasant	HQ Records Officer Staff	US Citizenship and Immigration Services - Policy and Implementation Branch
07/31/2015	Certify	Joseph Martinez	HQ Records Officer Staff	US Citizenship and Immigration Services - Policy and Implementation Branch
10/27/2015	Submit for Concurrence	Rachel BanTonkin	Supervisor, ACNR Appraisal Team 1	National Archives and Records Administration - Records Management Services
10/28/2015	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
10/28/2015	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
10/29/2015	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist