

Request for Records Disposition Authority

Records Schedule Number: DAA-0566-2015-0008
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 Visitor Files (V-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: This schedule applies only to Legacy INS Visitor 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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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-0566-2015-0008

Sequence Number

1

Visitor Files (V-Files)

Disposition Authority Number: DAA-0566-2015-0008-0001

Records Schedule Items

Sequence Number	
1	<p data-bbox="358 421 646 453">Visitor Files (V-Files)</p> <p data-bbox="358 474 1133 506">Disposition Authority Number DAA-0566-2015-0008-0001</p> <p data-bbox="358 527 1485 666">The Visitor Files (V-File) series was used to track non-immigrant visitors. Visitor Files begin with the letter V followed by digits taken from the FS 257, visitor's visa. Documents in the files may include, but are not limited to warrants for arrest and Board of Special Inquiry decisions.</p> <p data-bbox="358 687 911 719">Final Disposition Temporary</p> <p data-bbox="358 740 846 772">Item Status Active</p> <p data-bbox="358 793 813 825">Is this item media neutral? Yes</p> <p data-bbox="358 846 797 963">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="358 985 971 1049">GRS or Superseded Authority Citation NC1/85/83/5 / 1</p> <p data-bbox="358 1081 662 1112">Disposition Instruction</p> <p data-bbox="358 1134 1300 1166">Retention Period Destroy upon approval of this schedule.</p> <p data-bbox="358 1208 662 1240">Additional Information</p> <p data-bbox="358 1261 943 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
07/27/2015	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