NATIONAL ARCHIVES AND RECORDS ADMINISTRATION Request for Records Disposition Authority

Records Schedule: DAA-0566-2016-0010

Request for Records Disposition Authority

Records Schedule Number

DAA-0566-2016-0010

Schedule Status

Modified Approved Version

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) APPLICATION

FOR CARD OF IDENTIFICATION (DSP-52)

Internal agency concurrences will be provided

No

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Background Information

NOTE: This schedule applies only to Legacy INS forms created and used prior to the formation of U.S. Citizenship and Immigration Service on March 1, 2003. It should not be construed as applying to items generated subsequent to the creation of USCIS and/or already placed in Immigration Files.

APPLICATION FOR CARD OF IDENTIFICATION

The Application for Card of Identification was used by native or naturalized citizens of the United States in crossing the border between the United States and Mexico. The application was identified as:

- Budget Bureau No. 47-R-039 and later as
- Budget Bureau No. 47-R-039.2 / FORM DSP 52.

The "Application for Card of Identification" resulted in the possible creation of a "Card of Identification for Use on the Mexican Border" also referred to as the FS-225-B. The FS-225-B was issued between 1943 and the end of 1961 for the purpose of crossing the border from Mexico.

This schedule only applies to the "Application for Card of Identification" regardless of form number and does NOT apply to the actual "Card of Identification".

Exception:

Records that are linked to national security, law enforcement, fraud, administrative investigations or actions, congressional inquiries or similar matters may be extended beyond the applicable retention period in five-year increments.

Electronic Records Archives

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NATIONAL ARCHIVES AND RECORDS ADMINISTRATION Request for Records.Disposition Authority

Records Schedule: DAA-0566-2016-0010

Item Count

Number of Total Disposition Items		Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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

GAO Approval

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION Request for Records Disposition Authority

Records Schedule: DAA-0566-2016-0010

Outline of Records Schedule Items for DAA-0566-2016-0010

Sequence Number	
1	DSP-52 and Similar Forms
·	Disposition Authority Number: DAA-0566-2016-0010-0001

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NATIONAL ARCHIVES AND RECORDS ADMINISTRATION Request for Records Disposition Authority

Records Schedule: DAA-0566-2016-0010

Records Schedule Items

Sequence Number				
1	DSP-52 and Similar Forms			
	Disposition Authority Number	DAA	A-0566-2016-0010-0001	
	Final Disposition	Perr	manent	
	Item Status	Inac	tive	
	Is this item media neutral?	No		
	Explanation of limitation		se are legacy records and er format.	d were only created in
	Do any of the records covered by this item currently exist in electronic format(s) other than email and word processing?	No		
	Inactive Status Explanation	perr	item is inactive because manent disposition, and II have been transferred.	
	Disposition Instruction			
	Transfer to the National Archives for Accessioning		nsfer to the National Arch roval of retention schedul	•
	Additional Information			
	First year of records accumulation	.194	3	
•	End year of records accumulation	196	2	
	What will be the date span of the initial transfer of records to the National Archives?	Fror	n 1943 To 1962	·
	How frequently will your agency transfer these records to the National Archives?		nown -Time	
			Estimated Current Volume	Annual Accumulation
	Electronic/Digital			
	Paper		150 Cubic feet	

	Louinated Carront Volume	7 tilliaar 7 toodillalation
Electronic/Digital		
Paper	150 Cubic feet	
Microform		

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NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
Request for Records Disposition Authority
Records Schedule:

Hardcopy or Analog Special	
Media .	
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NATIONAL ARCHIVES AND RECORDS ADMINISTRATION Request for Records Disposition Authority

Records Schedule: DAA-0566-2016-0010

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	Ву	Title	Organization
03/17/2016	Return to Submitte r	Joseph Martinez	Records Officer	US Citizenship and Immigration Services - Policy and Implementation Branch
04/07/2016	Certify	Joseph Martinez	Records Officer	US Citizenship and Immigration Services - Policy and Implementation Branch
03/10/2017	Return for Revisio n	Rachel BanTonkin	Supervisor, ACNR A ppraisal Team 1	National Archives and Records Administration - Records Management Services
03/10/2017	Submit For Certific ation	Joseph Martinez	Records Officer	US Citizenship and Immigration Services - Policy and Implementation Branch
03/10/2017	Certify	Joseph Martinez	Records Officer	US Citizenship and Immigration Services - Policy and Implementation Branch
04/12/2017	Submit for Concur rence	Rachel BanTonkin	Supervisor, ACNR A ppraisal Team 1	National Archives and Records Administration - Records Management Services
04/19/2017	Concur	Margaret Hawkins	Director of Records Management Servic es	National Records Management Program - ACNR Records Management Serivces
04/19/2017	Concur	Margaret Hawkins	Director of Records Management Servic es	National Records Management Program - ACNR Records Management Serivces
04/20/2017	Approve	David Ferriero	Archivist of the Unite d States	Office of the Archivist - Office of the Archivist
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