

Request for Records Disposition Authority

Records Schedule Number DAA-0566-2016-0010
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) APPLICATION FOR CARD OF IDENTIFICATION (DSP-52)
Internal agency concurrences will be provided No

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.

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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

GAO Approval

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

Records Schedule Items

Sequence Number														
1	DSP-52 and Similar Forms													
	Disposition Authority Number	DAA-0566-2016-0010-0001												
	Final Disposition	Permanent												
	Item Status	Active												
	Is this item media neutral?	No												
	Explanation of limitation	These are legacy records and were only created in paper format.												
	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													
	Transfer to the National Archives for Accessioning	Transfer to the National Archives immediately after approval of retention schedule												
	Additional Information													
	First year of records accumulation	1943												
	End year of records accumulation	1962												
	What will be the date span of the initial transfer of records to the National Archives?	From 1943 To 1962												
	How frequently will your agency transfer these records to the National Archives?	Unknown One-Time												
	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%;"></th> <th style="width: 25%;">Estimated Current Volume</th> <th style="width: 25%;">Annual Accumulation</th> </tr> </thead> <tbody> <tr> <td>Electronic/Digital</td> <td></td> <td></td> </tr> <tr> <td>Paper</td> <td>150 Cubic feet</td> <td></td> </tr> <tr> <td>Microform</td> <td></td> <td></td> </tr> </tbody> </table>			Estimated Current Volume	Annual Accumulation	Electronic/Digital			Paper	150 Cubic feet		Microform		
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Hardcopy or Analog Special Media		
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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
03/17/2016	Return to Submitter	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 Revision	Rachel BanTonkin	Supervisor, ACNR Appraisal Team 1	National Archives and Records Administration - Records Management Services
03/10/2017	Submit For Certification	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 Concurrence	Rachel BanTonkin	Supervisor, ACNR Appraisal Team 1	National Archives and Records Administration - Records Management Services
04/19/2017	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
04/19/2017	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
04/20/2017	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist