

Request for Records Disposition Authority

Records Schedule Number DAA-0566-2017-0004
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 DISTRICT OFFICE CASE (DO) Files
1944-1955 (approximate)

Internal agency concurrences will be provided No

Background Information

The Immigration and Naturalization Service (INS), was assigned responsibilities to include national standardization of the naturalization program, review of asylum, and monitoring the entry and employment of unauthorized aliens into the U.S., necessitating the creation of work processes and documentation designed to assist in the mission.

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 record its activities. These files series tracked the Service's interactions with individuals under the Immigration and Naturalization Act, prior laws, and other regulations. After the centralization of Alien Files (A-Files) Field Offices created District Office (DO) Files to serve as temporary work folders. INS policy directed the consolidation of DO Files with the appropriate A-File when all actions were completed, whenever an A-file existed for the subject.

Most of the associated documentation has been retired and either destroyed in accordance with the appropriate schedule, or previously transferred to NARA. However, some administrative and historical files, dating from legacy INS, inadvertently remain in USCIS file holdings.

This schedule covers a variety of documents created in 2003 and earlier, by the legacy INS. These documents may include, but are not limited to:

- Temporary work folders (these temporary folders are not modern folders; they contained original documents)
- 1300 Files
- District Series Files (DO) and/or "Old DO"

- Immigration and Naturalization Files
- General Immigration Case Files (retired by INS field offices and covering DO Series dates)
- Subject files
- Immigration and Deportation Investigation Case Files

Some files are identified by a four-digit numerical code where the first two digits indicate the District Office and the second two digits indicate the sub-office (e.g., 1305, 1390, 3801).

NOTE:

DO Files with a related Certificate File (C-File) or A-File will be consolidated into the corresponding C-File or A-File.

DO Files Pertaining to Enforcement with Action Taken Post-1955 and DO Files Pertaining to Citizenship/Nationality will have a C-File or A-File created (as appropriate).

C-Files and A-Files are retained in accordance with NN-168-099 and N1-566-08-11.

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-0566-2017-0004

| Sequence Number | |
|-----------------|---|
| 1 | DO Files Without a related Alien Number or Certificate File Number Disposition Authority Number: DAA-0566-2017-0004-0001 |

Records Schedule Items

| Sequence Number | |
|-----------------|--|
| 1 | <p>DO Files Without a related Alien Number or Certificate File Number</p> <p>Disposition Authority Number DAA-0566-2017-0004-0001</p> <p>Files that cover only enforcement actions (e.g., arrest, deportation) taken prior to 1955 and with no additional material past this date.</p> <p>Final Disposition Temporary</p> <p>Item Status Active</p> <p>Is this item media neutral? No</p> <p>Explanation of limitation Paper records only</p> <p>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>Disposition Instruction</p> <p>Retention Period Destroy immediately.</p> <p>Additional Information</p> <p>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 |
|------------|--------------------------|------------------|---|--|
| 03/21/2017 | Certify | Joseph Martinez | Records Officer | US Citizenship and Immigration Services - Policy and Implementation Branch |
| 07/03/2017 | Return for Revision | Ashby Crowder | Archives Specialist | National Archives and Records Administration - ACRA |
| 07/28/2017 | Submit For Certification | Tracy Hamblet | MPA | US Citizenship and Immigration Services - Policy and Implementation Branch |
| 08/09/2017 | Certify | Joseph Martinez | Records Officer | US Citizenship and Immigration Services - Policy and Implementation Branch |
| 10/12/2017 | Submit for Concurrence | Ashby Crowder | Archives Specialist | National Archives and Records Administration - ACRA |
| 10/24/2017 | Concur | Margaret Hawkins | Director of Records Management Services | National Records Management Program - ACNR Records Management Services |
| 10/24/2017 | Concur | Margaret Hawkins | Director of Records Management Services | National Records Management Program - ACNR Records Management Services |
| 10/25/2017 | Approve | David Ferriero | Archivist of the United States | Office of the Archivist - Office of the Archivist |