

## 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><b>DO Files Without a related Alien Number or Certificate File Number</b></p> <p>Disposition Authority Number      <b>DAA-0566-2017-0004-0001</b></p> <p><b>Files that cover only enforcement actions (e.g., arrest, deportation) taken prior to 1955 and with no additional material past this date.</b></p> <p>Final Disposition                      <b>Temporary</b></p> <p>Item Status                                <b>Active</b></p> <p>Is this item media neutral?            <b>No</b></p> <p>Explanation of limitation              <b>Paper records only</b></p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?      <b>No</b></p> <p><b>Disposition Instruction</b></p> <p>Retention Period                         <b>Destroy immediately.</b></p> <p><b>Additional Information</b></p> <p>GAO Approval                              <b>Not Required</b></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 Ferrero	Archivist of the United States	Office of the Archivist - Office of the Archivist