

Request for Records Disposition Authority

Records Schedule Number DAA-0566-2019-0013
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 Flexoline Index to Alien Registration Records, 1940 to 1955
Internal agency concurrences will be provided No

Background Information

The Alien Registration Division of the Immigration and Naturalization Service (INS) created the Flexoline Index in 1940 to index Alien Registration records created under the Alien Registration Act of 1940. The name Flexoline, or Flex, was taken from the indexing technology employed to make the index and was referred to by that name throughout agency records. The Flex Index was microfilmed in 1955 and contains approximately 12 million names. However, the Index contains fewer than 12 million individuals, as a given individual might appear in the index under more than one name.

The information entered in the Flex Index varied over time and follows one of three formats depending in part on when the entry was created:

- Flex index entries created between 1940 and 1944 came primarily from Alien Registration Forms AR-2, AR-102, or the consular form. These entries follow a format identified by INS in automated form as "Format A."
- When the Alien Registration Division disbanded near the end of World War II, responsibility for the Flexoline transferred to the INS Records program. Thereafter Flexoline Index entries were created from A-Files (or trigger documents) related to new arrivals, adjustments, or other applications by registered aliens. These entries follow formats identified by INS in automated form as "Format B" and "Format C." The latter format entries date to December 31, 1954, (a few as late as December 1955 may be errors) and A-numbers as high as 8.6 million. Format B and C entries may also include lower, pre-April 1, 1944, A-numbers when that case reopened after 1944.

The Flexoline is not considered a complete index to A-files before or after 1950. Entries prior to April 1, 1944, index registration forms only and do not indicate whether or not a physical A-file ever opened under that number. Entries after April 1, 1944, unless indexing seamen registrations, should reflect a physical A-File, but whether every A-file was indexed in the Flex after 1944 is unknown.

The Flexoline microfilm is arranged by Soundex of Last Name (a phonetic coding system intended to suppress spelling variations), First Name, date of birth, country of birth.

The Flexoline Index has been digitized and placed within the agency's MiDAS System, although there are gaps in digital image. Flexoline Index images and data will be transferred to NARA along with the rest of the MiDAS system. MiDAS is currently scheduled under N1-566-06-02.

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-0566-2019-0013

Sequence Number

1

Flexoline Index Microform

Disposition Authority Number: DAA-0566-2019-0013-0001

Records Schedule Items

Sequence Number	
1	<p data-bbox="354 427 708 459">Flexoline Index Microform</p> <p data-bbox="354 478 1133 510">Disposition Authority Number DAA-0566-2019-0013-0001</p> <p data-bbox="354 532 1505 783">The fields available for each format may include the following. For Format A: A-Number, Last Name, First Name, Middle Initial, Date of Birth, Country of Birth Code, Place of Registration Codes (State, County, City), Gender, Soundex, and A-Number. For Format B: Last Name, First Name, Middle Name or Initial, Date of Birth, Country of Birth, Date of Entry, Port of Entry, Visa number, and Soundex. For Format C: A-Number, Last Name, First Name, Middle Name or Initial, Date of Birth, Country of Birth Code, Date of Entry, Port of Entry Code and, Soundex.</p> <p data-bbox="354 804 911 836">Final Disposition Permanent</p> <p data-bbox="354 857 842 889">Item Status Active</p> <p data-bbox="354 910 797 942">Is this item media neutral? No</p> <p data-bbox="354 963 1109 995">Explanation of limitation Only applies to microform</p> <p data-bbox="354 1017 797 1134">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="354 1172 659 1204">Disposition Instruction</p> <p data-bbox="354 1225 1455 1300">Transfer to the National Archives for Accessioning Transfer to the National Archives immediately after approval of schedule</p> <p data-bbox="354 1338 656 1370">Additional Information</p> <p data-bbox="354 1391 1032 1487">What will be the date span of the initial transfer of records to the National Archives? From 1940 To 1955</p> <p data-bbox="354 1508 935 1583">How frequently will your agency transfer these records to the National Archives? Unknown One transfer</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
11/13/2018	Certify	Joseph Martinez	Records Officer	US Citizenship and Immigration Services - Policy and Implementation Branch
03/26/2019	Return for Revision	Ashby Crowder	Archives Specialist	National Archives and Records Administration - ACRA
04/05/2019	Submit For Certification	Andrew Smith	Management and Program Analyst	USCIS - USCIS
04/05/2019	Certify	Andrew Smith	Management and Program Analyst	USCIS - USCIS
05/07/2019	Return for Revision	Ashby Crowder	Archives Specialist	National Archives and Records Administration - ACRA
05/07/2019	Submit For Certification	Andrew Smith	Management and Program Analyst	USCIS - USCIS
05/07/2019	Certify	Andrew Smith	Management and Program Analyst	USCIS - USCIS
07/24/2019	Submit for Concurrence	Ashby Crowder	Archives Specialist	National Archives and Records Administration - ACRA
07/31/2019	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
07/31/2019	Concur	Laurence Brewer	Chief Records Officer	National Records and Archives Administration - National Records and Archives Administration
08/01/2019	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist