

Request for Records Disposition Authority

Records Schedule Number DAA-0566-2022-0009

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 Correspondence Numerical Index

Internal agency concurrences will be provided No

Background Information IMMIGRATION CORRESPONDENCE NUMERICAL INDEX from Immigration and Naturalization Service, Records of the Department of Justice, 1906 -March 1957 Microfilmed by the Immigration and Naturalization Service, 1957

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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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-0566-2022-0009

Sequence Number

1

Correspondence Numerical Index

Disposition Authority Number: DAA-0566-2022-0009-0001

Records Schedule Items

Sequence Number											
1	<p>Correspondence Numerical Index</p> <p>Disposition Authority Number DAA-0566-2022-0009-0001</p> <p>The microfilmed Immigration Correspondence Numerical Index is a reference tool relating to INS Immigration Subject Correspondence Files (a.k.a. "56,000 Series" files) dated approximately 1906 to 1957 and now located in RG 85, Entry 9, "Subject and Policy Files, 1906–1957" (National Archives Identifier 559947). The index is in the physical custody of the National Archives.</p> <p>Final Disposition Permanent</p> <p>Item Status Active</p> <p>Is this item media neutral? No</p> <p>Explanation of limitation Paper/analog 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>Cutoff Instruction Immediate</p> <p>Transfer to the National Archives for Accessioning Transfer to the National Archives immediately after Schedule Approval/Signature</p> <p>Additional Information</p> <p>First year of records accumulation 1906</p> <p>End year of records accumulation 1957</p> <p>What will be the date span of the initial transfer of records to the National Archives? From 1906 To 1957</p> <p>How frequently will your agency transfer these records to the National Archives? Unknown Transfer immediately</p> <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></td> <td></td> </tr> </tbody> </table>			Estimated Current Volume	Annual Accumulation	Electronic/Digital			Paper		
	Estimated Current Volume	Annual Accumulation									
Electronic/Digital											
Paper											

Microform	Linear feet of microfiche 30 Microfilm rolls	
Hardcopy or Analog Special Media		

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
03/21/2022	Certify	Tracy Hamblet	Program Analyst	IRIS - IIMD
03/21/2022	Return for Revision	Ashby Crowder	Archives Specialist	National Archives and Records Administration - ACRA
03/22/2022	Submit For Certification	Tracy Hamblet	Program Analyst	IRIS - IIMD
03/22/2022	Certify	Tracy Hamblet	Program Analyst	IRIS - IIMD
08/24/2022	Return for Revision	Robert Bennett	Appraisal Archivist	AC - AC
08/26/2022	Submit For Certification	Tracy Hamblet	Program Analyst	IRIS - IIMD
08/30/2022	Certify	Tracy Hamblet	Program Analyst	IRIS - IIMD
09/26/2022	Return for Revision	Robert Bennett	Appraisal Archivist	AC - AC
02/03/2023	Submit for Concurrence	Robert Bennett	Appraisal Archivist	AC - AC
02/08/2023	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
02/09/2023	Concur	Laurence Brewer	Chief Records Officer	National Records and Archives Administration - National Records and Archives Administration
02/12/2023	Approve	Debra Wall	Deputy Archivist	National Archives and Records Administration - ND Archives I Office