

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b>		JOB NUMBER N1-60-08-9	
To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received	
1. FROM (Agency or establishment) Department of Justice		NOTIFICATION TO AGENCY  In accordance with the provisions of 44 U.S.C. 3303a, the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
2. MAJOR SUBDIVISION Executive Office for Immigration Review (EOIR)			
3. MINOR SUBDIVISION Office of the Chief Immigration Judge			
4. NAME OF PERSON WITH WHOM TO CONFER Cecelia M. Espenoza	5. TELEPHONE NUMBER (703) 305-0470	DATE <b>WITHDRAWN</b>	ARCHIVIST OF THE UNITED STATES <b>WITHDRAWN</b>
6. 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 on the attached _____ page(s) are not needed now for the business for this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies,  <input type="checkbox"/> is not required <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.			
DATE	SIGNATURE OF AGENCY REPRESENTATIVE	TITLE	
7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	SEE ATTACHED  <b>WITHDRAWN</b>	NC1-60-84-7	<b>WITHDRAWN</b>

WITHDRAWN

Record of Proceedings Cases

The Executive Office for Immigration Review, Office of the Chief Immigration Judge (OCIJ), was established to consolidate the management, direction and control of fifty-six Immigration Judges in twenty-five field offices throughout the United States and territories. These field offices are responsible for conducting hearings in deportation and exclusion cases to resolve various immigration matters. All information and documents submitted during hearings are entered into the record of proceedings case file which is the official record of the hearing.

This schedule supersedes the 50 year retention period previously established in NC1-060-84-7 and applies to case files independent of format. EOIR has instituted time frames for adjudication of benefits and relief from immigration proceedings as well as for filing of appeals and motions to reopen cases which significantly limits the time in which a completed case could be needed to process a current application.

1. Record of Proceedings (ROP) Case Files

The file consists of charging documents, Immigration Judge's worksheets, Immigration Judge's decision, and notice of hearing. If a case is appealed and a decision is made by the Board of Immigration Appeals, the ROP will also include relevant documents from the Board's hearings, including final Board opinion. These case files can be retired six months after being placed in the closed status file.

Disposition: TEMPORARY, Transfer semi-annually to the servicing Federal Records Center. Destroy when 20 years old.

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