

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER <i>NI-060-09-6</i>	
To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received <i>12/1/08</i>	
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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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 <i>6/4/09</i>	ARCHIVIST OF THE UNITED STATES <i>Adrienne Thomas</i>
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 checked="" type="checkbox"/> is not required <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested			
DATE August 25, 2008	SIGNATURE OF AGENCY REPRESENTATIVE <i>Cecelia M. Espenoza</i>		TITLE Senior Associate General Counsel and EOIR Record Manager
7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	SEE ATTACHED		

EOIR Immigration Judge Complaint Files

The Executive Office for Immigration Review, Office of the Chief Immigration Judge (OCIJ), was established to consolidate the management, direction and control of Immigration Judges in field offices throughout the United States and territories. Immigration judges located in these field offices are responsible for conducting removal hearings and other cases to resolve various immigration matters. This schedule applies to case files independent of format.

Restrictions: This system contains information restricted under the Privacy Act

1. Complaint Case Files Records consist of case-related information and actions pertaining to complaints brought against immigration judges by the public and affected parties relating to the conduct and performance of Immigration Judges while performing the duties delegated by the Attorney General under the Immigration and Nationality Act, 8 U.S.C. 1101, et seq. (2008). These case files will be maintained at EOIR headquarters.

Disposition: TEMPORARY. Cut off at the end of the calendar year after the employee leaves the position as an Immigration Judge. Destroy/delete three years after cutoff or when no longer needed for business purposes, whichever is later.

2. EOIR Immigration Judge Complaint System (E-IJCS) E-IJCS covers the records maintained by the EOIR, OCIJ to collect and retain for management purposes complaints.

~~A. Inputs: Information and documents will be manually entered into the EOIR Immigration Complaint System database at the time the complaint about the conduct or performance against a judge is received. Disposition:~~

~~Disposition: TEMPORARY. Destroy/delete when entered and verified in master file. (GRS 20)~~

B. Master File Records in E-IJCS are kept according to a complaint number that is automatically generated. Data fields include the name of the immigration judge, the name and other information identifying the complaining party, and a history of actions taken as a result of the complaint. Data in the system dates back to 1998.

Disposition: PERMANENT. Cut off at the end of the calendar year after the employee leaves the position as an Immigration Judge. Transfer to National Archives in 5 year blocks 10 years after cutoff of most recent records in the block.

NOTE: Offer to National Archives for pre-accession 5 years after cutoff of most recent records in the block.

~~C. Outputs: Reports specifically tied to individual immigration judges may be used for personnel actions, internal and criminal investigations, as well as any appropriate reporting to federal and state agencies consistent with the directive of the Attorney General or civil or criminal laws.~~

~~Disposition: TEMPORARY. Destroy when superseded or obsolete. (GRS 20 item 5)~~

D. System Documentation

Disposition: PERMANENT. Transfer to National Archives with transfer of Master File Data (GRS 20)