

**REQUEST FOR RECORDS DISPOSAL AUTHORITY**  
(See Instructions on reverse)

LEAVE BLANK	
JOB NO <b>NC 1 60 77 4</b>	
DATE RECEIVED <b>14 APR 1977</b>	
NOTIFICATION TO AGENCY	
In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
<b>4-19-77</b> Date	<i>James B. Rhodes</i> Archivist of the United States

TO **GENERAL SERVICES ADMINISTRATION,  
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408**

1 FROM (AGENCY OR ESTABLISHMENT)  
**Department of Justice**

2 MAJOR SUBDIVISION  
**Board of Immigration Appeals**

3 MINOR SUBDIVISION

4 NAME OF PERSON WITH WHOM TO CONFER  
**Charles J. Gentry**

5 TEL EXT  
**739-4474**

6 CERTIFICATE OF AGENCY REPRESENTATIVE

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records, that the records proposed for disposal in this Request of 1 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

A Request for immediate disposal

B Request for disposal after a specified period of time or request for permanent retention.

C/DATE <b>4/8/77</b>	D SIGNATURE OF AGENCY REPRESENTATIVE <i>Robert M. Zahn</i> Robert M. Zahn	E TITLE Chief, Directives & Records Mgt. Sec. Facilities & Supply Service, OBD Support Services, OMF
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7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
1.	<p align="center"><u>BOARD OF IMMIGRATION APPEALS</u></p> <p>The Board of Immigration Appeals (BIA) reviews and determines appeals from decisions of special inquiry officers, district directors and/or regional commissioners of the Immigration and Naturalization Service (INS) relating to exclusion and deportation cases; administrative fines and penalties; and cases in which the Board has rendered a decision which are reopened or reconsidered.</p> <p>Case index cards and/or logs prepared for cases being appealed. These records contain alien's name, file number, date received, case assigned attorney, Board members vote, signature of BIA approving official, date signed, and date mailed to INS. Case files are returned to INS.</p> <p><u>TRANSFER TO FARC AFTER 10 YEARS, DESTROY WHEN 15 YEARS OLD.</u></p>		

115-107 *sent to agency and NCW - 4/22/77*