

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

LEAVE BLANK	
JOB NO <i>NCI-60-84-7</i>	
DATE RECEIVED <i>7-10-84</i>	
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the disposal request including amendments is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
<i>Log 12/84</i> Date	<i>John K. Kas</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  
Executive Office for Immigration Review

3 MINOR SUBDIVISION  
Office of the Chief Immigration Judge

4 NAME OF PERSON WITH WHOM TO CONFER  
*WR*  
William R. Robie

5 TEL EXT  
756-6247

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 2 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 <i>7-5-84</i>	D SIGNATURE OF AGENCY REPRESENTATIVE <i>Quinlan J. Shea, Jr.</i>	E TITLE Acting Director, Library Staff, Office of Information Technology, Justice Management Division
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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
	<p style="text-align: center;"><u>Record of Proceedings Cases</u></p> <p>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.</p> <p>Prior to the creation of the OCIJ, records of proceedings were integrated into the "A" file of the Immigration and Naturalization Service, which is a 75 year record. No mandatory time frame exists for the adjudication of benefits/relief from immigration proceedings, therefore a record of proceedings of a previously completed case could be needed to process a current application.</p>		<i>1 item</i>

*All FRC'S, NNF & Agency sent 9-14-84 by DMW.*

7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
1.	<p><u>Record of Proceedings Case Files.</u> The file consists of charging documents, Immigration Judge's worksheets,* Immigration Judge's decision, and notice of hearing. These case files can be retired six months after being placed in the closed status file. The estimated annual volume is 100,000 cases or 500 cubic feet.</p> <p><u>Disposition:</u> Transfer semi-annually to the servicing Federal Archives and Records Center. Destroy when 50 years old.</p> <p>*exhibits <i>WFR</i></p>		