



REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>		LEAVE BLANK	
TO. GENERAL SERVICES ADMINISTRATION NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408		JOB NO. <i>N1-65-91-2</i>	DATE RECEIVED <i>11-21-90</i>
1. FROM (Agency or establishment) Department of Justice		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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.	
2. MAJOR SUBDIVISION Federal Bureau of Investigation			
3. MINOR SUBDIVISION Information Management Division			
4. NAME OF PERSON WITH WHOM TO CONFER WILLIAM SHACKELFORD	5. TELEPHONE EXT. 324-6903	DATE <i>3/12/91</i>	ARCHIVIST OF THE UNITED STATES 
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 two page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified, and that written concurrence from the General Accounting Office, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached

A GAO concurrence is attached, or is unnecessary

B DATE <i>11/20/90</i>	C SIGNATURE OF AGENCY REPRESENTATIVE 	D TITLE Section Chief Information Services Section Information Management Division
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7 ITEM NO	8 DESCRIPTION OF ITEM <i>(With Inclusive Dates or Retention Periods)</i>	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN <i>(NARS USE ONLY)</i>
	<p style="text-align: center;"><u>Movement Of Foreign National Control Files</u></p> <p>Federal Bureau of Investigation (FBI) Headquarters (HQ) and Field Office control files relating to the movement of foreign nationals to and from the United States. The files contain requests for name checks, copies of non-immigrant visa applications, copies of Declarations of Customs, copies of official passports, etc. The files relate to individuals or groups who have applied for visas or those individuals or groups who have been issued visas to enter the U.S. for short-term visitation. At present time, these control files are maintained in case file classifications 64, 105, 200 - 203, 215 - 229, 246 and 247, and may be accumulated in new case file classifications which may be created in the future.</p> <p>Under normal circumstances, full investigations are not conducted on these individuals or groups. In the rare instance where a full investigation is conducted and a case file is developed, documents for the control files are placed in an investigative case file. Disposition of these full investigative case files will be handled in accordance with that portion of the FBI Records Retention Plan and Disposition Schedule which applies to the specific case file classification. The documents are entered into both the FBIHQ General Indices and the Field Office indices. The documents, however, have a short-term administrative value and consume valuable resources to maintain.</p> <p style="text-align: right;"><i>Copies sent to agency, NNT 3/14/91</i></p>		

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	<p>The FBI is requesting disposition authority to include both the current file holdings as well as future accumulations in the existing case file classifications and any new case file classifications which may be created.</p> <p>A. <u>FBIHQ Movement Of Foreign National Control Files</u></p> <p>DESTROY, along with related indices, when 3 years old or when no longer needed, whichever comes later.</p> <p>B. <u>Field Office Movement Of Foreign National Control Files</u></p> <p>DESTROY, along with related indices, when 3 years old or when no longer needed, whichever comes later.</p>		