

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b>		JOB NUMBER N1-85-01-1	
To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received 6-11-01	
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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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 Immigration and Naturalization Service			
3. MINOR SUBDIVISION			
4. NAME OF PERSON WITH WHOM TO CONFER Veola Rouse	5. TELEPHONE NUMBER 202-514-4910	DATE 11-15-01	ARCHIVIST OF THE UNITED STATES <i>John W. Carl</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 <u>  1  </u> 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 6-11-01	SIGNATURE OF AGENCY REPRESENTATIVE <i>Veola Rouse</i>		TITLE Asst. Dir., Records Policy & Analysis Branch
7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
1.	<p><b><u>HEADQUARTERS – SUBJECT FILES - POLICY</u></b></p> <p>This series contains administrative and policy files of the Immigration and Naturalization Service (INS), containing information relating directly to individual aliens, but are not part of any case file. These files are classified as "P," policy. These records document enforcement and administrative duties and responsibilities assumed by the INS as it carries out its mission through operational programs in adjudication and nationality, inspections, investigations, and detention and deportation, as well as the United States Border Patrol. Arranged by internal subject file classification.</p> <p style="text-align: center;">1971</p> <p>a. Volume on hand (1955-<del>1994</del>)</p> <p>Classified: 70.0 cubic feet Unclassified: 184.0 cubic feet</p> <p><b>Disposition:</b> Permanent. <del>Retire to offsite storage until 2024, then transfer</del> <b>TRANSFER IMMEDIATELY</b> to the National Archives.</p> <p><b>TEXTUAL 1972-FORWARD</b></p> <p>b. Record copy (<del>1995-present</del>)</p> <p>Classified: Annual vol. Approximately 1.75 cu. ft. Unclassified: Annual vol. Approximately 4.60 cu. ft.</p> <p><i>cc: Agency, NWRMD, NWCCT</i></p>		

**Disposition:** Permanent. Cut off annually. Retire to offsite storage 10 years after cutoff. Transfer to the National Archives 30 years after cutoff.

c. Finding Aid. Subject File Index

**Disposition:** Permanent. Transfer to the National Archives with associated records.

d. Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy.

**Disposition:** Temporary. Delete/Destroy after recordkeeping copy has been produced.

*Revisions to this schedule were made with the concurrence of the agency records officer.*

*SK*  
*10/30/01*