

REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

LEAVE BLANK

JOB NO.

NI-85-87-1

DATE RECEIVED

December 17, 1986

NOTIFICATION TO AGENCY

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

1. FROM (Agency or establishment)

Department of Justice

2. MAJOR SUBDIVISION

Immigration & Naturalization Service

3. MINOR SUBDIVISION

Records Systems Division

4. NAME OF PERSON WITH WHOM TO CONFER

Tedd Spears

5. TELEPHONE EXT.

633-2442

DATE

3-3-87

ARCHIVIST OF THE UNITED STATES

Frank S. Burke

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; 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	C. SIGNATURE OF AGENCY REPRESENTATIVE	D. TITLE
12/10/86	Cecil K. Christian, Jr.	Director, Records Management Branch

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARS USE ONLY)
1.	<p><u>Title:</u> Inspector's Visa Log & Daily Control Sheet, Form I#704</p> <p><u>Description:</u> This form is required to facilitate transmittal of Immigrant Visas to the Immigrant Data Capture Operation (IMDAC). The I#704 is a two part form. The original is designated as the record copy and is transmitted to the IMDAC facility with accompanying visas. The second or carbon copy is retained at the port of entry.</p> <p><u>Retention/Disposition:</u> Retain the original at the IMDAC facility. Dispose of the original two years after date of creation. Dispose of the duplicate copy one year after the date of creation.</p>		

3/87 DOJ NNF