

OCT 6 1987

REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>		LEAVE BLANK	
		JOB NO.	N1-85-88-1
TO: GENERAL SERVICES ADMINISTRATION NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408		DATE RECEIVED	10-20-87
1. FROM (Agency or establishment) <u>Department of Justice</u>		NOTIFICATION TO AGENCY	
2. MAJOR SUBDIVISION <u>Immigration & Naturalization Service</u>		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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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. <i>Act</i>	
3. MINOR SUBDIVISION <u>Records Systems Division</u>			
4. NAME OF PERSON WITH WHOM TO CONFER <u>Tedd Spears</u>		5. TELEPHONE EXT. <u>633-2442</u>	DATE <u>1/14/88</u> ARCHIVIST OF THE UNITED STATES <u>Claudine Becker</u>
6. CERTIFICATE OF AGENCY REPRESENTATIVE			
<p>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 <u>2</u> 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.</p> <p>A. GAO concurrence: <input type="checkbox"/> is attached; or <input checked="" type="checkbox"/> is unnecessary.</p>			
B. DATE	C. SIGNATURE OF AGENCY REPRESENTATIVE	D. TITLE	
<u>10/1/87</u>	<u>Carolyn Christian, Jr.</u>	Director, Records Management Branch	
E. NUMBER OF RECORDS	F. DATE OF REQUEST	G. DATE OF APPROVAL	H. APPROVING OFFICER
7. ITEM NO.	8. DESCRIPTION OF ITEM <i>(With Inclusive Dates or Retention Periods)</i>		
1.	<p>Title: Petition for Alien Relative, Form I-130</p> <p>Description: This form is required for a United States Citizen or lawful permanent resident seeking immigrant visa classification on behalf of a qualifying relative. Approval of the petition by the Service signifies that the Service recognizes that the necessary relationship exists.</p> <p>Retention/Disposition: If a petition is used to support an immigrant visa or adjustment of status, the petition becomes a permanent part of the alien's file (A-file) and has a life cycle equalling that of the A-file (for disposition of A-files see schedule number NCL-85-80-5-1). If a petition is denied, an A-file is created and the petition becomes a permanent part of the A-file and has a life cycle equalling that of the A-file. If a petition is not used it is to be disposed of three years after a visa number becomes available (the visa number may not become available for twenty years or longer).</p>		
2.	<p>Title: Form I-130A (No other title)</p> <p>Description: This form is a 3" X 5" index card which is detached from the I-130 petition upon approval of the petition and is filed into a manual filing system or inputted into an electronic system.</p>		

115-108 Copies Sent Agency NNR
NNA 1-15-88 J

NSN 7540-00-634-4064

STANDARD FORM 115 (REV. 8-83)
Prescribed by GSA
FPMR (41 CFR) 101-11.4

Request for Records Disposition Authority—Continuation		JOB NO <i>N1-85-88-1</i>	PAGE OF <i>2 2</i>
7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
	<p><u>Retention/Disposition:</u> Destroy hardcopy twenty years from the date the petition was approved. Delete data from database twenty years from the date the petition was approved.</p> <p>3. Title: Petition to Classify Alien on Basis of Profession or Occupation, Form I-140</p> <p><u>Description:</u> This form is required of a United States employer seeking immigrant visa classification on behalf of a prospective employee.</p> <p><u>Retention/Disposition:</u> If a petition is used to support an immigrant visa or adjustment of status, the petition becomes a permanent part of the alien's file (A-file) and has a life cycle equalling that of the A-file (for disposition of A-files see schedule number NCL-85-80-5-1). If a petition is denied, an A-file is created and the petition becomes a permanent part of the A-file and has a life cycle equalling that of the A-file. If a petition is not used it is to be disposed of three years after a visa number becomes available (the visa number may not become available for twenty years or longer).</p> <p>4. Title: Form I-140A (No other title)</p> <p><u>Description:</u> This form is a 3" X 5" index card which is detached from the I-140 petition upon approval of the petition and is filed in a manual filing system or inputted into an electronic system.</p> <p><u>Retention/Disposition:</u> Destroy hardcopy twenty years from the date the petition was approved. Delete data from data base twenty years from the date the petition was approved.</p>		
	<p>Concurrence: <u>Ronald Miller</u> <i>Acting</i> Assistant Commissioner, Adjudications</p> <p>Date: <u>Oct. 5, 1987</u></p>		