

REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

LEAVE BLANK

JOB NO.

NI-85-88-2

DATE RECEIVED

8/19/88

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

NOTIFICATION TO AGENCY

1. FROM (Agency or establishment)

Department of Justice

2. MAJOR SUBDIVISION

Immigration & Naturalization Service

3. MINOR SUBDIVISION

Office of Intelligence (COINT)
INS Forensic Document Laboratory

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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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.

4. NAME OF PERSON WITH WHOM TO CONFER

John R. Camp

5. TELEPHONE EXT.

285-2482

DATE

12/29/88

ARCHIVIST OF THE UNITED STATES

Claudia Miller

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
<i>8/11/88</i>	<i>Jack O'Keefe</i>	<i>for</i> 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 GRS OR SUPERSEDED JOB CITATION	10.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>TITLE: Forensic Document Laboratory Case File</p> <p>DESCRIPTION: Case files consist of copies of reports from both the Forensic and Intelligence units at the INS Forensic Document Laboratory. These reports are comprised of forensic evaluations of questioned documents, analyses of evidence, intelligence information and training materials.</p> <p>RETENTION/DISPOSITION: Retained at the INS Forensic Document Laboratory</p> <p>Dispose of A: All case files, other than war crime cases, Three years after date of creation.</p> <p>B: War crime case files ten years after date of creation.</p> <p>C. Any documents discovered to be useful for training purposes: Destroy when no longer needed.</p> <p>NOTE: These files are a portion of CO 739.6C "Forensic Document Laboratory", which is a part of INS Intelligence files in the INS system of records. The files contain only requests for examination, notes, and copies of laboratory reports. All actual evidence and the originals of laboratory reports are not retained in these files but are sent at the time cases are worked to the requesting office and become a part of the case file in the field office.</p>		

All changes to this proposed schedule have been approved by:

Sahin Reht *1 Dec 88*
NARS Appraiser date
Carl B. Christian Jr. *12/6/88*
INS Records Officer date

Copies sent to agency
1-3898