

Bud
12-12-89

REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

LEAVE BLANK

JOB NO.

N1-8590-3

DATE RECEIVED

12/13/89

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

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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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

1. FROM (Agency or establishment)

Department of Justice

2. MAJOR SUBDIVISION

Immigration and Naturalization Service

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER

James M. Leahy

5. TELEPHONE EXT.

786-5957

DATE

4/24/90

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 2 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 12/7/89	C. SIGNATURE OF AGENCY REPRESENTATIVE <i>Carl K. Christian, Jr.</i>	D. TITLE 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 GRS OR SUPERSEDED JOB CITATION	10.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)
	<p>Systematic Alien Verification for Entitlements Program</p> <p>The Immigration Reform and Control Act of 1986 (IRCA) requires verification of immigration status of aliens applying for benefits under certain federally funded programs (Public Law 99-603, part C, section 121). The Systematic Alien Verification for Entitlements (SAVE) Program is the INS-operated system of verification for these and other agencies.</p> <p>The SAVE Program consists of primary and secondary verification:</p> <ul style="list-style-type: none"> - Primary Verification: The assigned A-Number is used to access the automated Alien Status Verification Index (ASVI) which responds with selected data for comparison with the alien's documentation. - Secondary Verification: This manual procedure, conducted by INS, checks other INS records systems and returns a response within ten working days of receipt. 		

Copy sent to Agency
MTC MNU 4/25/90

INSTRUCTIONS

GENERAL

Use Standard Form 115 (available from supply depots of the Federal Supply Service, General Services Administration) and the continuation sheet Standard Form 115-A (available from the Records Disposition Division, Office of Federal Records Centers, National Archives and Records Service, Washington, DC 20408) to obtain authority to dispose of records or to request the scheduling of records for permanent retention. Detach the fifth copy from the set and keep it as your reference copy. Submit the first four copies of the set to the National Archives and Records Service (NARS). NARS will later return one copy to the agency as notification of the items authorized for disposal or scheduled for permanent retention. This copy will also indicate any items withdrawn or disapproved for disposition. Written approval from GAO must accompany each SF 115 requiring Comptroller General concurrence.

Offer nonrecurring series of records eligible for immediate transfer to the National Archives by submitting a Standard Form 258, Request to Transfer, Approval, and Receipt of Records to National Archives of the United States. Do not submit an SF 115 to offer such records.

SPECIFIC

Entries 1, 2, and 3 should show what agency has custody of the records identified on the form and should contain the name of the department or independent agency and its major and minor subdivisions.

Entries 4 and 5 should help identify and locate the person to whom inquiries regarding the records should be directed.

Entry 6 must be signed and dated on the four copies submitted by the agency official authorized to certify that the proposed retention periods reflect agency needs. Unsigned SF 115s will be returned to the agency without action. The number of pages involved in the request should be indicated.

One box under Entry 6A, GAO concurrence, must be checked. If neither box is checked, the form will be returned to the agency without action.

Entry 7 should contain the numbers of the items of records identified on the form in sequence, i.e., 1, 2, 3, 4, etc. Subcomponents of items may be numbered consecutively as 1a, 1b, 1c, etc.

Entry 8 should describe the records to be scheduled. Follow these steps in describing the records:

(1) Include centered headings for appropriate groups of items to indicate the office of origin if all records described on the form are not those of the same office or if they are records created by another office or agency as, for example, records inherited from a defunct agency.

(2) Identify any nontextual records, such as photographic records, sound recordings, maps, architectural drawings, or machine-readable tapes or disks, as separate and distinct items.

(3) Describe completely and accurately each series of records proposed for disposal or scheduled transfer to the National Archives. See 41 CFR 101-11.4 for more detailed requirements. Failure to comply with the provisions of that regulation will result in the return of the SF 115 for corrective action.

(4) Provide clear disposition instructions for each item and subitem. These instructions should include file breaks; the time after which records are to be retired to Federal records centers, if applicable; for temporary records, the time after which they may be destroyed; and for permanent records, the time after which they will be transferred to the legal custody of the National Archives.

(5) If immediate disposal is requested for past accumulations of records, indicate the volume and inclusive dates of the records, and the Federal records center accession and box numbers, if applicable.

(6) If future or continuing disposal authority is requested for records that have accumulated or will continue to accumulate, express the retention period in terms of years, months, etc., or in terms of future actions or events. Ensure that any future action or event that must precede disposal is objective and definite. Instructions for scheduled transfer of permanent records to the National Archives must also follow these guidelines.

(7) If records are to be destroyed after microcopying or conversion to machine-readable media, schedule both the original paper copy and film or machine-readable file. If records are filmed, include on the SF 115 the certifications required by 41 CFR 101-11.5. Failure to do so will result in the return of the SF 115 without action.

Entry 9 must include the previous NARS job and item numbers; General Records Schedule and item numbers, if applicable; and agency directive or manual and item numbers, if applicable, as required by 41 CFR 101-11.4. Leave column 9 blank only if the items are being scheduled for the first time. For all other items, it is mandatory to provide information on superseded schedules or GRS cross-references. If such information is missing from column 9, the SF 115 will be returned without action.

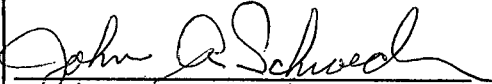
Entry 10 is for NARS use only and should be left blank.

REQUEST FOR RECORDS DISPOSITION AUTHORITY - CONTINUATION

JOB NO.

PAGE

2 OF 2

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>
1	<p>Secondary Verification Manual Log</p> <p>The secondary verification manual log controls and tracks secondary verification requests. The manual logs contain the subject's name, A-Number, date received and completed, follow-up date, and date returned for documents on each request. The paper logs are maintained by month and program.</p> <p>RETENTION/DISPOSITION: Destroy five years after the month displayed on the paper log.</p>		
2	<p>Form G-845S, "Document Verification Request"</p> <p>Form G-845S is used by SAVE agencies outside of INS to request alien status verification and by INS to respond to the request. The original G-845 is returned after status verification to the requestor. Copies of special G-845S cases, i.e., "PRUCOLS", referrals to Investigations, "Continue to process" situations and anticipated benefit denial are temporarily maintained.</p> <p>RETENTION/DISPOSITION: Destroy five years after the date status verification was completed.</p>		
3	<p>Form G-845, "Document Verification Request"</p> <p>Form G-845 is used by non-SAVE agencies outside of INS to request alien status verification and by INS to respond to the request. The original G-845 is returned after status verification to the requestor. Copies of special G-845 cases, i.e., "PRUCOLS", referrals to Investigation, "Continue to process" situations and anticipated benefit denial are temporarily maintained.</p> <p>RETENTION/DISPOSITION: Destroy five years after the date status verification was completed.</p> <p>Concurrence:</p> <p> Assistant Commissioner Employer and Labor Relations</p> <p style="text-align: right;"><u>12-4-89</u> Date</p>		

