

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**

(See Instructions on reverse)

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JOB NO

*NI-85-90-4*

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

DATE RECEIVED

*5-7-90*

1 FROM (Agency or establishment)

Department of Justice

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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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

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

*8/29/90*

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	C SIGNATURE OF AGENCY REPRESENTATIVE	D TITLE
<i>for</i>	<i>Jacob Okrentz</i> <u>Cecil G. Christian, Jr.</u>	<u>Director, Records Management Branch</u>

7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARS USE ONLY)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>I-102, APPLICATION BY NONIMMIGRANT ALIEN FOR REPLACEMENT OF ARRIVAL DOCUMENT (Other than nonimmigrant student)</p> <p>A nonimmigrant alien who is in need of a replacement arrival document (i.e., either a Form I-94 or Form I-95) must apply for such replacement on Form I-102. The applicant may submit supporting evidence, such as photocopy of an admission stamp from his passport or airline tickets, if available. Such supporting evidence becomes part of the record. If insufficient evidence is submitted upon which to make a decision, the Service will search its own records systems for the best available information.</p> <p>This item supplements Disposition Schedule NCI-85-85-1/15 which only pertained to the use of I-102 by students.</p> <p>(a) If approved, the application (endorsed by the adjudicating officer) and any supporting evidence are to be filed alphabetically and not made part of a Service Case File (A-file). The application is to be retained in the INS office of receipt for two years and then destroyed.</p>		

*Copy sent to agency*

*9/13/90*

**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>
(b)	If denied, the application (endorsed by the adjudicating officer), any supporting evidence, and a copy of the decision are to be filed in an A-file and has a life cycle equalling that of the A-file (for disposition of A-files, see Schedule NCl-85-80-5/1).		