

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK

JOB NO

NI-85-90-7

DATE RECEIVED

8-22-90

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

1 FROM (Agency or establishment)

Department Of Justice

2 MAJOR SUBDIVISION

Immigration and Naturalization Service

3 MINOR SUBDIVISION

Office of the General Counsel

4 NAME OF PERSON WITH WHOM TO CONFER

James M. Leahy

5 TELEPHONE EXT

514-4911

DATE

12/27/90

ARCHIVIST OF THE UNITED STATES

Claudia Kuehler

NOTIFICATION TO AGENCY
In accordance with the provisions of 44 USC 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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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.

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
8/14/90	<i>Cecil G. Christian, Jr.</i> Cecil G. 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7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARS USE ONLY)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>Procurement Litigation Files</u></p> <p>The General Counsel's office represents the interests of the Immigration and Naturalization Service in protests of procurement actions filed with the General Accounting Office (GAO) and the General Services Administration's Board of Contract Appeals (GSBCA). The files are numbered sequentially, with the first two digits indicating the calendar year in which the file was opened. They are maintained by file number and a separate alphabetical listing of cases is also maintained. Files consist of correspondence, memoranda, pleadings, transcripts, exhibits and other documents relating to individual protest actions filed by vendors with GAO or GSBCA. These case files are considered open while the individual protest is pending before GAO or GSBCA. They are closed one year after the matter is concluded and the time for all appeal is passed.</p> <p><u>RETENTION/DISPOSITION:</u></p> <p>Transfer to the Washington National Records Center one year after the case is closed. Destroy ten (10) years after case is closed.</p>		