REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

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JOB NO N1-85-91-1

DATE RECEIVED 3-8-91

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 Congressional Affairs

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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10 If no records are proposed for disposal, the signature of the Archivist is not required

4 NAME OF PERSON WITH WHOM TO CONFER	5 TELEPHONE EXT	DATE	ARCHIVIST OF THE UNITED STATES
James M. Leahy	514-4911	8/20/91	

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
2/25/91	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7 ITEM NO	8 DESCRIPTION OF ITEM *(With Inclusive Dates or Retention Periods)*	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN *(NARS USE ONLY)*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.	**CONGRESSIONAL CORRESPONDENCE** Records consisting of correspondence between the Immigration and Naturalization Service and Members of Congress concerning matters relating to the administration and/or enforcement of the Immigration and Nationality Act, laws and regulations, and constituent inquiries. Material is filed by numeric code by Member, and an index is maintained which cross-references by subject. Subject matter is largely constituent requests for assistance or information. **RETENTION/DISPOSITION** Cut off at end of the calendar year; Transfer to Federal Records Center after one year. Destroy when five years old. Concurrence: Bonnie Demuniski Director, Congressional Date: 2/21/91	NC1-85-78-6	