

REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>		LEAVE BLANK	
TO GENERAL SERVICES ADMINISTRATION NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408		JOB NO NI-85-91-2	DATE RECEIVED 3-8-91
1 FROM <i>(Agency or establishment)</i> Department of Justice		NOTIFICATION TO AGENCY	
2 MAJOR SUBDIVISION Immigration & Naturalization Service		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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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.	
3 MINOR SUBDIVISION			
4 NAME OF PERSON WITH WHOM TO CONFER James M. Leahy	5 TELEPHONE EXT 514-4911	DATE 7/17/91	ARCHIVIST OF THE UNITED STATES <i>Claudia J. ...</i>

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 _____ 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 2/25/91	C SIGNATURE OF AGENCY REPRESENTATIVE <i>Cecil G. Christian, Jr.</i> Cecil G. Christian, Jr.	D TITLE Director, Records Mgt. Branch
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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	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN 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>
	<p><u>PUBLIC INQUIRIES</u></p> <p>1. Records consisting of correspondence sent by the public to the Commissioner or referred to the Immigration and Naturalization Service by the White House or the Attorney General concerning matters relating to the administration and/or enforcement of the Immigration and Nationality Act, laws and regulations, or the status of various types of immigration cases. Documentation includes the incoming and outgoing correspondence and case work involved in determining the status of various types of immigration cases. Files are arranged chronologically.</p> <p><u>RETENTION/DISPOSITION</u></p> <p>Cut off at end of the calendar year; Transfer to Federal Records Center after one year. Destroy when five years old.</p> <p><i>Copies sent to agency, NCF 5/29/91</i></p>		