

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> (See Instructions on reverse)		<b>LEAVE BLANK (NARA use only)</b>	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER N1-85 94.1	DATE RECEIVED 6.6.94
1. FROM (Agency or establishment) Department of Justice		NOTIFICATION TO AGENCY	
2. MAJOR SUBDIVISION Immigration and Naturalization Service		In accordance with the provisions of 44 U.S.C. 3303a the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
3. MINOR SUBDIVISION			
4. NAME OF PERSON WITH WHOM TO CONFER James M. Leahy	5 TELEPHONE (202) 514-4911	DATE JUL 3 1995	ARCHIVIST OF THE UNITED STATES <i>John W. Paul</i>

6. AGENCY CERTIFICATION  
I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached 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, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies,

is not required;  is attached; or  has been requested.

DATE 5/23/94	SIGNATURE OF AGENCY REPRESENTATIVE <i>Cecil G. Christian, Jr.</i> Cecil G. Christian, Jr.	TITLE Director, Records Management Branch
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7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
1.	<p><b>VIDEO CASSETTE RECORDINGS FILES</b></p> <p>Video recordings created by the Immigration and Naturalization Service to monitor the interview process between Service examiners and INS' clientele, notably petitioners, beneficiaries and immigration lawyers. Subject matter of the interviews include marriage fraud, naturalization and adjustment of alien status. The purpose of the video taping is to ensure a systematic review of approval/denial decisions in District Offices, and to guarantee quality improvements, based on the results of the review, in the interview process.</p> <p><b>Retention/Disposition-</b></p> <p>(a) Tapes documenting an approval are reviewed and used as an aid in improving interview techniques. Written documentation supporting the decision becomes part of the official record; therefore the tapes themselves are not appropriate for preservation. Erase tape for re-use within a ten (10) working day period.</p> <p><i>Copies sent to agency, N/S, N/T 7/12/95</i></p>		

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(b) Tapes documenting a denial of benefits, or new evidence that leads to a denial of benefits are to be retained for three (3) years and then destroyed. If tape contains information which is still subject to potential litigation, retention will be extended in one (1) year increments. Written documentation supporting the decision becomes part of the official record.

Restriction: Privacy Act, 5 U.S.C. 552a; Freedom of Information Act, 5 U.S.C. 552