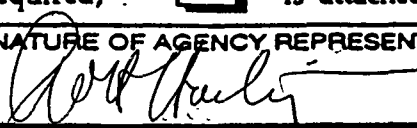


REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse)		LEAVE BLANK (NARA use only)	
10 NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER N1-85-96-1	DATE RECEIVED 10-27-95
1 FROM (Agency or establishment) Department of Justice		NOTIFICATION TO AGENCY	
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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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 Nannetta A. Biddy	5. TELEPHONE (202) 514-4914	DATE 3/20/96	ARCHIVIST OF THE UNITED STATES James M. York

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 6 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 10/14/95	SIGNATURE OF AGENCY REPRESENTATIVE 	TITLE Director, Office of Files and Forms Mgmt.
------------------	---	--

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	<p align="center"><u>INS SERVICE CENTER RECEIPT FILES</u></p> <p>Description: The Service Centers create and adjudicate applications and petitions (forms) submitted by applicants (immigrants and non-immigrants) for benefits pursuant to the Immigration and Naturalization Act (INA).</p> <p>These forms are submitted with supporting documents, (i.e., processing worksheets, correspondence, congressional and/or general) and evolve into case files called Receipt Files. Each Receipt File houses a specific form type including supporting documentation, and each form type and/or group of form types must be maintained for various time periods based on the administrative, fiscal and legal needs of the Service.</p> <p>The Receipt File serves as an adjunct to the Service's Alien Case File (A-File) (NC1-85-80-5/1). Due to the capture and storage of pertinent data by INS' automated systems, certain forms, previously maintained in Alien Case Files for long term informational needs, are now no longer incorporated into the Alien Case Files. Please note, that in certain instances, denied and approved (applications/petitions) cases, and some of the cases opened during the Immigration</p>		

MAR 20 1996 MNA

Copy to: Agency
NCF

REQUEST FOR RECORDS DISPOSITION AUTHORITY — CONTINUATION

JOB NUMBER. PAGE
OF

7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	<p>Reform and Control Act of 1986 (IRCA), depending on the need of the Service, will still be incorporated into the base record (A-File), which currently has a seventy-five (75) year retention.</p> <p>Applications and petitions are mailed to four INS Service Centers located in three Regions of the United States. The Office of the Eastern Region, located in St. Albans, Vermont; Office of the Central Region, Dallas, Texas, and Lincoln, Nebraska; and Office of Western Region, located in Laguna Niguel, California</p> <p>Receipt Files are barcoded with a three digit location code followed by a ten-digit number. For example, an Eastern Service Center Receipt File is identified as EAC1234567890.</p> <p>1. <u>NOTIFICATION FILES</u> <u>FORM I-824</u></p> <p>Approval notifications and other application types of issuances related to confirmation that petitions are approved.</p> <p><u>RETENTION/DISPOSITION:</u></p> <p>Destroy when six (6) months old.</p> <p>2. <u>IDENTITY FILES:</u> <u>FORM (S) I-90 - I-131</u></p> <p>Forms used to provide some form of identification, such as an identification card (identity cards), to applicants.</p> <p>Form I-90, when granted, results in the applicant being provided an Alien Registration Card which identifies the alien as a lawful permanent resident.</p> <p>Form I-131 provides the applicant with a document that identifies the bearer as a person authorized to apply for readmission to this country as a lawful permanent resident or refugee.</p> <p><u>RETENTION/DISPOSITION:</u></p> <p><i>A</i> <u>Approved Cases:</u> Retire to the FRC one (1) year after date of receipt. Destroy when ten (10) years old.</p>		

REQUEST FOR RECORDS DISPOSITION AUTHORITY — CONTINUATION

JOB NUMBER	PAGE
	OF

7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	<p>b) Denied Cases: Petitions (cases) will be placed in a temporary A-File and the permanent A-File will be requested and the two consolidated. If an A-File does not exist, an A-File will be created and the documentation will become part of the newly created A-File.</p> <p>3. WORKER PETITIONS: FORM(S) I-129, I-129S, IAP-66</p> <p>Forms used to grant and/or admit certain alien workers temporarily, industrial, agricultural, or otherwise, for the purpose of alleviating labor shortages as they exist or may develop in certain areas or certain branches of American productive enterprises.</p> <p>A. Form I-129 Employment based on this form can only be granted for a maximum of five (5) years, and under exceptional circumstances six (6) years.</p> <p>B. Form I-129S (Nonimmigrant Petition Based on Blanket L Petition) Employment based on this form stipulates an indefinite time period.</p> <p>RETENTION/DISPOSITION:</p> <p>A) Form I-129 Retire to the FRC one (1) year from last action date. Destroy when 6 years old.</p> <p>B) Form I-129S Destroy (2) years after file becomes inactive.</p> <p>C. Form IAP-66 Furnished by the United States Information Agency (USIA) and concerns the Exchange Visitor Program. Form IAP-66 consists of two (2) categories:</p> <p>Category 1 - Alien petitions filed subject to a two (2) year foreign residence requirement, (i.e., all exchange students who are "governmentally financed" within the meaning of the Act of April 7, 1970 (Public Law 91-225). - Category 1- petitions become a permanent part of the alien's file (A-File) and has a life cycle equalling that of the A-File.</p>		

REQUEST FOR RECORDS DISPOSITION AUTHORITY — CONTINUATION

JOB NUMBER	PAGE
	OF

7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
-----------------	--	--	---------------------------------------

Category 2 - Petitions filed but not subject to the two (2) year foreign residence requirement.

RETENTION/DISPOSITION-(IAP-66):

c) **Category 1** - Retire to the FRC after adjudication is completed. Documentation becomes a permanent part of the A-File (NC1-85-80-5/1).

NOTE - This category involves a historical procedure that will result in retiring old IAP-66 Forms. Future IAP-66 Forms will be used as supporting documentation to the I-539. (See I-539 schedule).

d) **Category 2** - Retire to the FRC after adjudication is completed. Destroy two (2) years from date ~~the file is retired to the FRC.~~ *of adjudication.**

**4. NON-IMMIGRANT FILES:
FORM I-539**

This form is for a nonimmigrant to apply for an extension of stay or change to another nonimmigrant status. This form is also for nonimmigrant F-1 or M-1 student to apply for reinstatement.

RETENTION/DISPOSITION:

A. When application used to extend time of temporary stay or reinstatement.

Approved /Denied Cases: Destroy when one (1) year old. Electronic record is available.

B. When application used to change status:

Approved/Denied Cases: Retire to the FRC one (1) year after date of receipt. Destroy when five (5) years old.

**per telecon NAN BDDY
3/19/96
MJD*

REQUEST FOR RECORDS DISPOSITION AUTHORITY — CONTINUATION

JOB NUMBER: PAGE OF

7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	<p>5. <u>IMMIGRANT FORMS:</u> <u>I-129F, I-130, I-140, I-212, I-290A, I-290B, I-360, I-360, I-526, -600, I-600A, I-601, I-602, I-612, I-730, I-724, -751, I-752, I-817, I-821, I-829</u></p> <p>These forms are used to request a document reflecting the holder as someone who wishes to immigrate to the United States, or non-immigrants who are in the United States and wish to adjust their status to immigrant status. The files mainly consist of petitions, applications, relative correspondence, decisions by INS and in some cases documentary evidence supporting the petition.</p> <p><u>RETENTION/DISPOSITION</u></p> <p>A. <u>Approved Cases:</u> If a petition is used to support an immigrant visa, or an adjustment of status, the petition, except the I-129F, becomes a permanent part of the alien's file (A-File).</p> <p>Retain in Receipt File for five (5) years. When time to purge, create A-File for petitions for which visa numbers are not available, and for which no A-File currently exists. Retire file to the FRC for the life cycle equalling 70 years from date the file is received at the FRC or 75 years from the date of last action, whichever is earlier. When the visa becomes available, file will be retrieved from the FRC.</p> <p>Destroy 70 years from the date the file is retired to the FRC or 75 years from the date of last action. If the petition is not used, it is to be disposed of 3 years after a visa number becomes available.</p> <p>B. <u>Denied cases:</u> An A-File is created and the petition becomes a permanent part of the alien's A-file and has life cycle equalling that of an A-File.</p> <p>C. <u>EXCEPTION: I-129 F:</u> Retire to the FRC One (1) year after date of receipt. Destroy when three (3) years old.</p>		

REQUEST FOR RECORDS DISPOSITION AUTHORITY — CONTINUATION

JOB NUMBER.	PAGE
	OF

7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	<p>6. <u>CITIZENSHIP FORM(S):</u> <u>N-565, and Similar Forms</u></p> <p>Application to replace naturalization or citizenship documents.</p> <p><u>RETENTION/DISPOSITION:</u></p> <p><u>Approved /Denied Cases:</u> Hold in the Receipt file for (1) year after data entry into the Naturalization Automated Casework System (NACS) and then destroy.</p> <p>7. <u>NATURALIZATION FORM(S):</u> <u>N-300, N-400, N-470, N-565, N-600, N-643, N-644, and Similar Forms:</u></p> <p>Applications are used to apply to become a naturalized citizen of the United States.</p> <p><u>RETENTION/DISPOSITION:</u></p> <p>A. <u>Approved Cases:</u> Permanent. Cut off annually. Transfer to FRC when one (1) year. Transfer to the National Archives when 30 years old.</p> <p>B. <u>Denied Cases:</u> A-Files exist for Naturalization applicants, and the denied application becomes a permanent part of the A-File.</p> <p>8/15/95</p>	<p>WITHDRAWN</p>	