

# INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: N1-085-98-002

All items in this schedule are inactive. Items are either obsolete or have been superseded by newer NARA approved records schedules.

Description:

This schedule is superseded entirely by N1-567-10-011.

Date Reported: 1/17/2020

# INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

<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	N1-85-98-2
1 FROM (Agency or establishment) Department of Justice		DATE RECEIVED	5-12-98
2. MAJOR SUBDIVISION Immigration and Naturalization Service		NOTIFICATION TO AGENCY	
3. MINOR SUBDIVISION		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
4. NAME OF PERSON WITH WHOM TO CONFER	5. TELEPHONE	DATE	ARCHIVIST OF THE UNITED STATES
Diana L. Campbell	(202) 514-4913	5-25-99	<i>John W. Carl</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 \_\_\_\_\_ 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	SIGNATURE OF AGENCY REPRESENTATIVE	TITLE
6/18/98	<i>Veola Rouse</i> Veola Rouse	Assistant Director

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	<p><b>BOND MANAGEMENT INFORMATION SYSTEM (BMIS)</b></p> <p>The Bond Management Information System (BMIS) is a centralized mainframe database used by the Immigration and Naturalizations Service's (INS) regional office in Burlington, Vermont, to maintain records on immigration bonds. It automates and centralizes bond activities by maintaining and reporting data on all immigration bonds. It allows users to collect, track and update on-line immigration bond data throughout the life cycle of bonds from posting to cancellation. The system is also used by the Headquarters' Finance Office to do production research and produce adhoc reports for the General Counsel and Management.</p> <p>BMIS contains data which identifies individuals who have posted a bond with INS and the beneficiaries of posted bonds e.g.,</p> <ol style="list-style-type: none"> <li>1 Bond number</li> <li>2. Obligor's (person posting bond) name and address</li> <li>3. Alien beneficiary's name and alien file number</li> <li>4 Type of bond</li> <li>5 Location and date bond was posted</li> </ol> <p>This data is extracted and updated from various INS forms used in the issuance, cancellation and/or the breach of an immigration bond. These forms are as follows</p> <p><b>I-352 - "Immigration Bond"</b> Used whenever a bond is required in an alien's case</p>		

REQUEST FOR RECORDS DISPOSITION AUTHORITY — CONTINUAT

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)

**I-305 - "Receipt of Immigration Officer - US Bonds or Note or Cash Accepted as Security on Immigration Bond"**

Executed by an officer accepting the bond and given to the obligor as their receipt of the security accepted

**I-391 - "Notice Immigration Bond Canceled"**

Used by the Service to notify the obligor that compliance with the bond conditions have resulted in the cancellation of the Immigration bond and discharge of any obligations

**I-340 - "Demand Upon the Obligor to Deliver the Alien"**

Notification to the obligor to produce alien for a hearing, interview or deportation

**I-323 - "Notice Immigration Bond Breached"**

Used by the Service to notify the obligor of noncompliance with conditions of the Immigration bond

**Retention/Disposition:** A copy of each form is placed into the alien's A-File (NCI-85-80-5/1)

The information from the system (along with the signed hard copy document) are used as supporting documentation to generate various documents (e.g., voucher disbursements) and accounting documents (e.g., journal vouchers) and generate all statistical and other historical reports pertaining to immigration bonds posted, canceled or breached

The information is stored on-line and can be retrieved by the Alien Registration Number, the bond number or the bond receipt number

**Retention/Disposition**

Records will be maintained at INS for six years after the bond is disbursed, breached or closed. They will then be stored on magnetic disks at the Department of Justice Data Center in Dallas, Texas for seven years and then destroyed.

**Restriction: Privacy Act 552a(b)(3)**