

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b>		JOB NUMBER <b>N1-85-99-2</b>	
To NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		DATE RECEIVED <b>4/5/00</b>	
1 FROM (Agency or establishment)  <b>Immigration and Naturalization Service</b>		<b>NOTIFICATION TO AGENCY</b>	
2 MAJOR 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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
3 MINOR SUBDIVISION			
4 NAME OF PERSON WITH WHOM TO CONFER	5 TELEPHONE	DATE <b>7-19-00</b>	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 ____ 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,  <input checked="" type="checkbox"/> is not required, <input type="checkbox"/> is attached, or <input type="checkbox"/> has been requested			
DATE <b>2/16/2000</b>	SIGNATURE OF AGENCY REPRESENTATIVE <i>A. J. Gause, RPA</i>		TITLE <i>Director</i>

7 Item No	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	<b>Immigration and Naturalization Service WNRC Project RG 85 records stored at WNRC</b>		

Note This schedule provides one-time only disposition authority for the specific INS records listed which are stored at WNRC This schedule cannot be used to provide continuing disposition authority for INS records which may be located in other Federal Records Centers or in agency storage

*Agency NWMWA NWCTB*

## **1. Central Office Policy/Subject Correspondence Files, 1957-1974**

This series contains administrative and policy files of the Immigration Naturalization Service, as well as information relating directly to individual aliens, who are represented incidentally in the body of a particular file, and/or in the form of individual case files. These records relate to all duties and responsibilities accrued by the INS as it carries out its mission through operational programs in adjudications and nationality, inspections, investigations, and detention and deportation, as well as United States Border Patrol.

AUTHORIZED DISPOSITION: PERMANENT Transfer P2005.

Acc. 61B0118, boxes 23-32  
Acc. 63A1359, boxes 1-15  
Acc. 64A1851, boxes 156-173  
Acc. 67B0233, boxes 1-3  
Acc. 67C0233, boxes 4-39 and 43-56  
Acc. 67D0233, boxes 40-42  
Acc. 67A1519, boxes 1-4  
Acc. 67B1519, box 5  
Acc. 67C1519, box 6  
Acc. 67D1519, box 7-8  
Acc. 67E1519, boxes 9-11  
Acc. 67A3254, boxes 1-19  
Acc. 71D2917, boxes 274-277  
Acc. 71E2917, boxes 278-327  
Acc. 71A2918, boxes 1-38  
Acc. 74-0003, boxes 1-27  
Acc. 74A0003, box 17

Justification: These files are prefixed CO-followed by a numeric designation, however despite this different file scheme, these records are similar, if not identical, to the Central office subject correspondence, 1906-1957, 51648/3A - 56365/136 (with gaps) whose disposition is permanent according to job # N1-85-86-1. Therefore, I suggest that these records extend the previous disposition and be made permanent (with the understanding that during archival processing any housekeeping records covered by the GRS may be destroyed).

## **2. I-N 23/Files or 23/series, 1929-1944**

These files consist of correspondence referred to by the INS as "sundry and very inactive". These files consist of correspondence pertaining to questions and answers relating to INS policy on a variety of issues.

AUTHORIZED DISPOSITION: PERMANENT. Transfer P2000

Acc. 51G0030, boxes 2415-2421

Justification: These records are a continuation of the records in entry 26. They should be accessioned as an accretion to that entry.

### **3. Citizen Education Program Addresses, 1937-1961**

This series consists of speeches, addresses, news clippings and notes relating to Citizenship Day celebrations.

AUTHORIZED DISPOSITION: PERMANENT. Transfer P2000.

Acc. 57D0753, boxes 48-49

Acc. 63B0908, box 74

Justification: Small amount of records documenting an INS program.

### **4. Interim Decisions, 1954**

Series consists of decisions of the INS relating to its policies issued to the public for review and comment prior to their adoption.

AUTHORIZED DISPOSITION: Destroy on approval of this schedule.

Acc. 60C0389, box 91

Justification: This series is similar to the Immigration Legislation Monitoring Files, maintained by the General Counsel's Office and disposable by job# N1-85-90-5/5. These files reflect no final decision and contain no public comments relating to the decision. These records simply reflect the wording of the draft decision and therefore, possess no evidential or historical value.

### **5. Hungarian Refugee Program, 1956-1957**

This series consists of records pertaining to the program and policies relating to the INS' Hungarian Refugee Program.

AUTHORIZED DISPOSITION: PERMANENT. Transfer P2000.

Acc. 62A1038RIC, boxes 1-5

Justification: Records possess both evidential and institutional historical value.

**RECOMMENDATION TO THE ARCHIVIST ON RECORDS  
DISPOSITION REQUEST**

Job No N1-85-99-2  
Item Count: 5

**SUMMARY**

The Department of Justice's Immigration and Naturalization Service (INS) requests disposition authority for 5 series of records. As a result of the WNRC Project, one box of records was proposed for temporary retention. This series pertains to interim decisions of INS policies issued to the public for review and comment prior to adoption for the year 1954. Files do not reflect final decisions and contain no public comments. The 4 series proposed for permanent retention are the Central Office Policy/Subject Correspondence Files, 1957-1974, I-N 23/Files or 23/series, 1929-1944, Citizen Education Program Addresses, 1937-1961 and Hungarian Refugee Program, 1956-1957

A copy of this schedule was requested by Michael Tankersley of Public Citizens Litigation Group on the last day of the request period.

I recommend this schedule for approval.

**RECOMMENDATION**

- 1 **APPROVED FOR DISPOSAL** The records described under all items of the schedule, except those that may be listed in blocks 2, 3, and 4 of this section, are disposable because they do not, or will not after the lapse of the period specified, have sufficient administrative, legal, research or other value to warrant their continued preservation by the Government
- 2 **APPROVED FOR PERMANENT RETENTION**. The records described under the following item or items have been appraised by the National Archives and Records Administration (NARA) and are determined to have sufficient historical or other value to warrant their continued preservation by the United States Government. The agency will transfer these records to the National Archives as specified. Items 1 - 3 and 5
- 3 **DISPOSITION NOT APPROVED** The records described under the following item or items are not approved for disposition
- 4 **WITHDRAWN** The records described under the following item or items have been withdrawn at the request of the agency and/or NARA

**FEDERAL REGISTER NOTICE**

Not required.



Required — Publication Date March 22, 2000  
Copies Requested Yes  
Comments Received None

SIGNATURES	TITLE	SIGNATURE	DATE
Appraisal <i>mc 6/12</i>	Appraiser	<i>Cary C. Conn</i>	6/12/2000
<i>1/6 6/12/00</i>	NWML	<i>Mary Ball</i>	6/13/2000
CONCURRENCES	NWM	<i>Michael Tankersley</i>	6/15/00
	NW	<i>Michael Tankersley</i>	6-16-2000

May 12, 2000

Mr. Michael Tankersley  
Public Citizen Litigation Group  
1600 20<sup>th</sup> Street, N.W.  
Washington, D.C. 20009-1001

Dear Mr. Tankersley:

This is in response to your request of May 8, 2000, for copies of twenty-eight proposed disposition schedules and related appraisal memoranda for which notice of availability was published in the March 22, 2000, April 4, 2000, and the April 10, 2000 issues of the *Federal Register*.

Copies of Disposition Job Nos. N1-509-00-6, N1-361-98-3, N1-207-99-1, N1-543-00-1, N1-543-00-2, N1-85-99-2 (not N1-85-99-3) N1-56-00-1, N1-101-97-2, N1-412-00-3, N1-173-98-8, N1-64-00-4, N1-142-99-2, N1-142-99-5, N9-372-00-1, N9-361-00-2, N1-476-00-1, N1-442-99-2, N1-170-00-1, N1-174-00-1, N1-59-00-6, N1-101-97-1, N1-220-00-3, N1-412-99-12, N1-412-99-10, N1-138-99-4, and N1-474-00-1, and related appraisal memoranda are enclosed. Any comments you may wish to make about these schedules must be received within 30 days of the date of this letter.

We are in the process of completing the review of Disposition Job Nos. N1-434-99-3 and N1-56-00-2, and will send you copies of the schedules and the related appraisal memoranda when we have completed our review and you will then have 30 days to submit comments.

Sincerely,

LS/

LARRY BAUME  
Supervisory Archivist  
Life Cycle Management Division

Enclosures

Official File – NWML

✓ Reading File-NWLM

cnp:tank0408

File: Federal Register Documentation Case File 1311.1b

cc: Nimmer  
Brewer  
Butler  
Cassedy  
Conn  
Cooper  
Cotter  
Donovan  
Ellis  
Elter  
Frederick  
Genovese  
Langbart  
Proctor  
Veach  
Wilson  
Wire

**Public Citizen Litigation Group  
1600 20th Street, NW  
Washington, DC 20009-1001  
(202) 588-1000**

## **FAX TRANSMISSION COVER SHEET**

**Date:** May 8, 2000

**To:** Life Cycle Management Division (NWML)  
National Archives and Records Administration

**Fax:** (301) 713-6852

**From:** Michael Tankersley  
Public Citizen Litigation Group

We are transmitting 5 pages, including this cover page. If there are problems with the transmission, please call us at (202) 588-1000.

**PUBLIC CITIZEN LITIGATION GROUP**

1600 20TH STREET, N.W.  
WASHINGTON, D.C. 20009-1001

—  
(202) 588-1000

May 8, 2000

By Telecopier, (301) 713-6852

Life Cycle Management Division (NWML)  
National Archives and Records Administration  
8601 Adelphi Road  
College Park, MD 20740-6001.

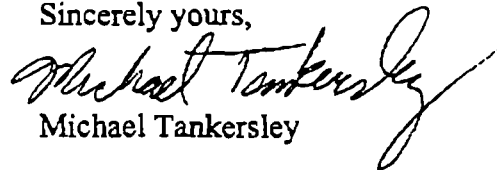
Re: Request for Copy of Proposed Disposition Schedules

Dear Sir or Madame:

I am writing to request copies of the proposed record disposition schedules identified in the enclosed list. I also request copies of the appraisal memoranda for these schedules.

Thank you for your assistance.

Sincerely yours,



Michael Tankersley



**List of Proposed Schedules, May 8, 2000**

- WIRE* (1) N1-509- 00-6  
Department of Defense, Office of the Inspector General (fr22mr00-118:i1).
- WIRE* 2. N1-361-98-3  
Department of Defense, Defense Logistics Agency (fr22mr00-118:i2).
- ELLIS* 3. N1-434- 99-3  
Department of Energy, Pittsburgh Naval Reactors Office (fr22mr00-118:i 3).
- assedj* 4. N1- 207-99-1  
Department of Housing and Urban Development, Agency-wide (fr22mr00-118:i 4).
- letter* 5. N1-543-00-1  
Department of Housing and Urban Development, Office of Federal Housing Enterprise Oversight (fr22mr00-118:i5).
- letter* 6. N1-543-00-2  
Department of Housing and Urban Development, Office of Federal Housing Enterprise Oversight (fr22mr00-118:i6).
- Conn should be #2* (7) N1-85-99-~~3~~(2)  
Department of Justice, Immigration and Naturalization Service (fr22mr00-118:i14).
- Cooper* (8) N1-56-00-1  
Department of the Treasury, Office of the Assistant Secretary for Enforcement (fr22mr00-118:i 15).
- cooper* 9. N1-56-00-2 *appr not ready*  
Department of the Treasury, Office of the Inspector General (fr22mr00-118:i16).
- veach* (10) N1-101-97-2  
Department of the Treasury, Office of the Comptroller of the Currency (fr22mr00-118:i 17).
- NILSON* 11. N1-412-00- 3  
Environmental Protection Agency, Pesticides Program (fr22mr00-118:i21).
- ELTEX* 12. N1-173-98-8  
Federal Communications Commission, Offices of the Chairman and Commissioners (fr22mr00-118:i23).
- veach* (13) N1-64-00-4

**List of Proposed Schedules, May 8, 2000**

National Archives and Records Administration, Office of the Inspector General  
(fr22mr00-118:i24).

- Eller* 14. N1-142-99-2  
Tennessee Valley Authority, Offices of the Chairman and Board of Directors  
(fr22mr00-118:i25).
- Eller* 15. N1-142-99-5  
Tennessee Valley Authority, Office of the Inspector General (fr22mr00-118:i26).
- Inovese* 16. N9-372-00-1  
Department of Defense, Defense Contract Audit Agency (fr04ap00-86:i1).
- Nire* 17. N9-361-00-2  
Department of Defense, Defense Logistics Agency (fr04ap00-86:i2).
- Heuer* 18. N1-476-00-1  
Department of Commerce, Bureau of Export Administration (fr10ap00-124:i2).
- Heuer* 19. N1-442-99-2  
Department of Health and Human Services, Centers for Disease Control  
(fr10ap00-124:i3).
- Batter* 20. N1-170-00-1 *app not ready*  
Department of Justice, Drug Enforcement Administration (fr10ap00-124:i6).
- redrick* 21. N1-174-00-1  
Department of Labor, Office of Inspector General (fr10ap00-124:i12).
- anghart* 22. N1-59-00-6  
Department of State, Office of the Legal Adviser (fr10ap00-124:i13).
- leach* (23). N1-101-97-1  
Department of the Treasury, Office of the Comptroller of the Currency  
(fr10ap00-124:i17).
- Wilson* 24. N1-220-00-3  
Advisory Commission on Electronic Commerce, Agency-wide  
(fr10ap00-124:i18).
- Heuer* 25. N1-412-99-12  
Environmental Protection Agency, Agency-wide (fr10ap00-124:i20).
- Wilson* 26. N1-412-99-10

**List of Proposed Schedules, May 8, 2000**

Environmental Protection Agency, Agency-wide (fr10ap00-124:i21).

*Butler* (27)

N1-138-99-4

Federal Energy Regulatory Commission, Agency-wide (fr10ap00-124:i22).

*Donovan* 28.

N1-474-00-1

Federal Retirement Thrift Investment Board, Office of General Counsel  
(fr10ap00-124:i23).

Marion Smith 202-514-2837

Item: 2

23/series

RG 85 - entry 26 in NARA

1 - 43,821

2415 - 2420      2421

Entry 26 has files 1 - 43,821. Acc# 51G 0030  
Boxes 2415-2420 contain documents that are missing  
from entry 26. Box 2421 contains continuation of the  
series. These records should be made permanent.

Cary Conn  
7/20/99

Brown, David - 202-501-5465 x 250

April 8, 1999

Ms. Veola Rouse  
Immigration & Naturalization Service  
ULLICO Bld Suite 200  
425 I Street, NW  
Washington, DC 20536

Dear Ms. Rouse:

The National Archives and Records Administration (NARA) recently completed its review of records of the Immigration and Naturalization Service, Record Group (RG) 85, stored at the Washington National Records Center (WNRC) in Suitland, MD.

As a result of this review, we have prepared and enclosed an SF 115, "Request for Records Disposition Authority." The records described on this SF 115 were originally unscheduled, scheduled under an out-of-date schedule, or incorrectly scheduled. We have scheduled items 1, 3 and 5 as permanent. We have scheduled items 2 and 4 for immediate disposal. Your signature on the SF 115 will authorize the destruction of these records by the WNRC. You will not receive a "Notice of Intent to Destroy" from the WNRC for these accessions. This new SF 115 is provided to ensure that these records are scheduled under an appropriate authority. When reviewing this form, please be sure to check the appropriate box in item 6, Agency Certification., and return the signed SF 115 to the address listed below.

We have also enclosed a NARS-5 Update Report, which includes accessions changed from unscheduled or permanent to temporary using existing agency records control schedules and the General Records Schedule for records at the WNRC. The Report shows the previous series description, disposition authority and disposition code and any proposed changes to the status of the records such as the new series description, new disposition authority and the new disposition code. You will receive a "Notice of Intent to Destroy" from the WNRC ninety days prior to the destruction of the temporary records. If you concur with the proposed actions, please sign the concurrence form in the space indicated and return it to the National Archives at College Park, NWML, 8601 Adelphi Road, College Park, MD, 20740-6001. We will process it as soon as possible upon its receipt in this office.

If you have any questions about these records, please contact Cary Conn on 301-713-7100 ext. 277. Thank you for your cooperation in this matter.

Sincerely,

MARIE B. ALLEN  
Director  
Life Cycle Management Division

Enclosures

CCONN: t s \wnrc\templates\letters\wnrc.85

Reading file - NWML

File: 1301-1b WNRC Projects

cc:Henry Wolfinger  
Cary Conn  
Stephen Cooper

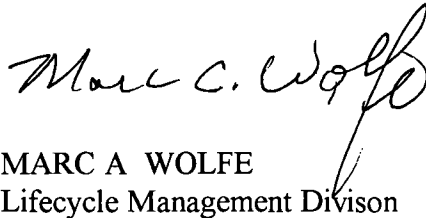
# National Archives at College Park



8601 Adelphi Road  
College Park, Maryland 20740-6001

Date : February 4, 1999  
Reply to  
Attn of : Marc A. Wolfe  
Subject : Appraisal of records covered under Job No. N1-85-99-3P  
To : Chief, Civilian Appraisal Staff

This job covers unscheduled records at the WNRC which were appraised by David Brown of NWCTC as part of the WNRC2000 project I concur in his recommendations

  
MARC A WOLFE  
Lifecycle Management Division

*mbr*

# National Archives at College Park



8601 Adelphi Road College Park, Maryland 20740-6001

February 4, 1999

NWM - Wolfinger

WNRC Project: Final Products for Record Group 85 (Immigration and Naturalization Service)

TO: Steve Cooper, NWML Workgroup Leader

THRU: NWML

Enclosed is David Brown's package of final products for WNRC holdings in RG 85 (Immigration and Naturalization Service) As a result of the project, 281 cu. ft of unscheduled records will be scheduled for disposition, 19 cu. ft. under existing authorities and 262 cu. ft. under a SF-115 that David has prepared The remaining five cu. ft of unscheduled records could not be located at the center.

The final products include a SF-115 that lacks stakeholder concurrences (Marc Wolfe has agreed to obtain the concurrences via the SHU process), as well as a NARS-5 update list. Both products need to be forwarded to the agency for concurrence. Once concurrence is received, the NARS-5 update list can be transmitted to NWMW for implementation, and steps can be taken to formally approve the SF-115. Please provide me with a copy of the letter(s) with which you transmit the SF-115 and NARS-5 update list to the agency so that we can track the status of this project.

I have forwarded the NOS report covering accessions that could not be located directly to NWMWA.

*Henry Wolfinger*  
HENRY WOLFINGER  
Project Manager

Enclosures



# REQUEST FOR STAKEHOLDER UNIT ACTION

Job No. N1-85-99-3

Date sent: February 4, 1999

Date Received: \_\_\_\_\_

Date due to sender: \_\_\_\_\_

Route To:
1. <del>NWML</del> <u>NWCTB</u>
2.
Return to. <u>(Wolfe)NWML, Rm 2100, AII</u>

This job has also been sent to NW

NWML general comments on this job TWNRC Project Job

NWML wishes assistance in appraising these records \_\_\_\_\_

For stakeholder unit use. Check **all** boxes that apply.

1.  \_\_\_\_\_ does not have any interest in the records described

2.  \_\_\_\_\_ wishes to participate directly in the appraisal of the following items on the schedule \_\_\_\_\_

Please contact \_\_\_\_\_ Phone No \_\_\_\_\_  
3.  \_\_\_\_\_ wishes to comment on SF 115 immediately  Comments are attached

Please contact \_\_\_\_\_ Phone No \_\_\_\_\_

4.  \_\_\_\_\_ wishes to review the appraisal report

5. Please complete SHU  does  does not want a copy of completed job

SHU Comments: \_\_\_\_\_

Date Sent 2/24/99 SHU Signature Aloha South

NWML Contact: (NWML Appraiser) Wolfe	Room number: 2100
	Phone No 713-7110 x241

Note: As this form documents formal actions taken, it should be filed as part of the job dossier.

# REQUEST FOR STAKEHOLDER UNIT ACTION

Job No. N1-85-99-~~3~~<sup>3</sup>

Date sent: February 4, 1999

Date Received: \_\_\_\_\_

Date due to sender: \_\_\_\_\_

Route To:
1. <del>FWT</del> NWCTC, A1, Room 13W
2.
Return to: (Wolfe)NWML, Rm 2100, AII

This job has also been sent to NWML, NWML

NWML general comments on this job TWNRC Project Job

NWML wishes assistance in appraising these records: \_\_\_\_\_

For stakeholder unit use. Check **all** boxes that apply.

1.  \_\_\_\_\_ does not have any interest in the records described

2.  \_\_\_\_\_ wishes to participate directly in the appraisal of the following items on the schedule \_\_\_\_\_

3.  \_\_\_\_\_ Please contact \_\_\_\_\_ Phone No \_\_\_\_\_ wishes to comment on SF 115 immediately  Comments are attached

Please contact \_\_\_\_\_ Phone No \_\_\_\_\_

4.  \_\_\_\_\_ wishes to review the appraisal report

5. Please complete SHU  does  does not want a copy of completed job

SHU Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date Sent 2/22/99 SHU Signature Alate Smith

NWML Contact: (NWML Appraiser)	Room number:
	Phone No.

Note: As this form documents formal actions taken, it should be filed as part of the job dossier.