

REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse)		LEAVE BLANK (NARA use only)	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER NI-85-99-3	DATE RECEIVED 4-22-99
1 FROM (Agency or establishment) Department of Justice		NOTIFICATION TO AGENCY	
2 MAJOR SUBDIVISION Immigration & 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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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 Records Policy & Analysis Branch			
4 NAME OF PERSON WITH WHOM TO CONFER Diana L. Campbell	5 TELEPHONE (202) 514-4913	DATE 11-5-99	ARCHIVIST OF THE UNITED STATES <i>[Signature]</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 4-16-99	SIGNATURE OF AGENCY REPRESENTATIVE Veola Rouse	TITLE Assistant Director Records Policy & Analysis 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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	<p>ATTORNEY/REPRESENTATIVE COMPLAINT/PETITION FILES</p> <p>The Attorney/Representative Complaint/Petition Files is a system of records maintained in the Offices of the Regional Counsels of the Immigration and Naturalization Service (INS) Information contained in the files relate to complaints filed against non-agency attorneys and/or representatives who have allegedly engaged in unethical activities or exhibited unprofessional behavior The information is used by the Office of the Appellate Counsel, Regional and District Counsel offices of the Service when it is necessary to take appropriate disciplinary action against these individuals</p> <p>1. The files contain records of investigations, State Bar grievances/discipline proceeding records, criminal convictions, copies of petitions (and related attachments) filed with INS and/or the Executive Office for Immigration Review (EOIR), communications with the individuals and/or outside agencies, communications within the agency, court transcripts, complaints filed by any person or organization, and EOIR pleadings The records document the processing of these disciplinary actions and are used in the prosecution of the attorneys/representatives who are under investigation</p> <p>The files are maintained alphabetically in file folders and stored in storage cabinets Computer files are stored in a database on magnetic disks</p> <p>Retention/Disposition</p> <p>a. Cases that result in a conviction, cutoff when case is closed Maintain at Regional Counsel's office having jurisdiction Destroy when 25 years old</p>		

Copies: Agencies, NR, NWMDC-B

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)
b.	Cases that result in acquittal maintain at Regional Office for three years, destroy by shredding		
2.	<p><u>Electronic Mail and Word Processing System Copies</u></p> <p>Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by the other items in this schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revisions, or dissemination</p> <p>a Copies that have no further administrative value after the recordkeeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy</p> <p>Destroy/delete within 180 days after the recordkeeping copy has been produced</p> <p>b Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy</p> <p>Destroy/delete when dissemination, revision, or updating is completed</p> <p><u>Privacy Act Restriction:</u> 552a (b) (3)</p>		