

REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>		LEAVE BLANK (NARA use only)	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER	N1-85-99-4
1. FROM (Agency or establishment) Department of Justice		DATE RECEIVED	6-14-99
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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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NAME OF PERSON WITH WHOM TO CONFER Nancy J. Mann	5 TELEPHONE (202) 616-2573	DATE 9-5-02	ARCHIVIST OF THE UNITED STATES WITHDRAWN

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 May 25, 1999	SIGNATURE OF AGENCY REPRESENTATIVE <i>James M. Lenky</i>	TITLE for 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 GRS OR SUPERSEDED JOB CITATION	10.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)
1.	NATIONAL AUTOMATED IMMIGRATION LOOKOUT SYSTEM (NAIS) NAIS is located at Headquarters, regional, administrative centers, Service Centers, district offices, ports of entry and other file control offices of the Immigration and Naturalization Service (INS) in the United States. The system is maintained in accordance with 8 U.S.C. 1101, 8 U.S.C. 1185, and the regulations pursuant thereto. Records are stored on computer processable storage media. The system contains names and reference data on violators, alleged violators, and suspected violators of the criminal or civil provisions of the statutes enforced by INS. The system interfaces with other INS systems which are the Deportable Alien Control System (DACS) lookout records from the Detention and Deportation Branch, the Non-Immigrant Information System (NIIS) entry and departure information for non-immigrant aliens under the Visa Waiver Pilot Program (VWPP) that are confirmed overstays and refusals, and the Interagency Border Inspection System (IBIS) which supports systems of different border inspection agencies. The system also interfaces with lookout records from the Department of State's Consular Lookout And Support System (CLASS), and lookout records from the TIPOFF database (suspected terrorist database)	NN-164-187/1	

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>The system facilitates the inspection and investigation processes by providing quick and easy retrieval of biographical or case data on individuals who may be inadmissible to the United States, or may be of interest to other Federal agencies. The system has Soundex code search capability. Records are indexed by names of individuals. Data elements of a record are the file number, the name of the person and known aliases, the date of birth, the nationality, the nationality code, the passport or seaman's book number, if available the address which may be placed in the Comments section, the office symbol which is automatically generated to identify the agency of the system user, the cancellation date which is derived from the justification, and the justification for establishing the record which is indicated by a case code that is determined by the nature of the violation(s). Records also include a person's distinguishing marks, and if they are armed and dangerous. The INS officer who creates the lookout record establishes the expiration date of the record that may vary from one day to 100 years. The expiration date is represented by the case code.</p> <p>Disposition: Each record is deleted automatically from the system when it reaches its established expiration date.</p>		
2	<p>Electronic Mail and Word Processing System Copies. 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 in this schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, 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>Disposition: 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>Disposition: Destroy/delete when dissemination, revision, or updating is completed.</p> <p>Restriction: Privacy Act, 5 U S C 552a, Freedom of Information Act, 5 U S C 552</p>		