

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b>		JOB NUMBER <i>N1-85-99-5</i>	
To NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		DATE RECEIVED <i>7-2-99</i>	
1 FROM (Agency or establishment)  Department of Justice		NOTIFICATION TO AGENCY  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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
2 MAJOR SUBDIVISION  Immigration and Naturalization Service			
3 MINOR SUBDIVISION  INS Forensic Document Laboratory, Office of Intelligence			
4 NAME OF PERSON WITH WHOM TO CONFER Nancy J. Mann	5 TELEPHONE (202) 616-2573	DATE <i>11-5-99</i>	ARCHIVIST OF THE UNITED STATES <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 <u>2</u> 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 <i>6/15/99</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>Deola Gause</i>		TITLE Asst. Director, Records Policy & Analysis Br.
7 Item No	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
1.	<b>FORENSIC DOCUMENT LABORATORY CASE FILE</b>  Case files consist of copies of reports from both the Forensic and Intelligence units at the INS Forensic Document Laboratory. These reports are comprised of forensic evaluations of questioned documents, analyses of evidence, intelligence information and training materials. All actual evidence and the originals of laboratory reports are not retained in these files but are sent at the time cases are worked to the requesting office and become a part of the case file in the field office.  <b>Disposition:</b> Retain at the INS Forensic Document Laboratory.	N1-85-88-2	

- a. All case files, other than war crime cases, destroy three years after the date of completion of the forensic examination.
- b. War crime case files, destroy ten years after the date of completion of the forensic examination.
- ~~c. Any documents discovered to be useful for training purposes, destroy when no longer needed.~~
- d. Electronic copies created on electronic mail and word processing, delete after record-keeping copy has been produced.