

**REQUEST FOR AUTHORITY
TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

TO: **GENERAL SERVICES ADMINISTRATION,
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, D.C. 20408**

1. FROM (AGENCY OR ESTABLISHMENT)
Department of Justice

2. MAJOR SUBDIVISION
Immigration & Naturalization Service

3. MINOR SUBDIVISION
Information Services


4. NAME OF PERSON WITH WHOM TO CONFER
Eugene A. Kupferer

5. TEL. EXT.
8484

6. CERTIFICATE OF AGENCY REPRESENTATIVE:

| LEAVE BLANK | |
|---|--------------------------------|
| DATE RECEIVED NOV 17 1976 | JOB NO. NC 1-85-77-5 |
| NOTIFICATION TO AGENCY | |
| In accordance with the provisions of 44 U.S.C. 3303o the disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "with-drawn" in column 10. | |
| Date | Archivist of the United States |

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records; that the records proposed for disposal in this Request of _____ page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

5 NOV. 1976 

**Chief, Records Administration
and Information Branch**

(Date)

(Signature of Agency Representative)

(Title)

| 7. ITEM NO. | 8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods) | 9. SAMPLE OR JOB NO. | 10. ACTION TAKEN |
|----------------|--|----------------------------|---------------------|
| 1. | <u>I-94 arrival document (hardcopy)</u> A carbon copy of a 3"x5" form completed for each non-immigrant entering the U.S. containing the name, date of admission, class of admission, date admitted to, and other required data for the control of non-immigrant visitors. Selected data is keyed into an automated system which serves as an index to these documents. The form is then filed until a relating I-94 departure document or subsequent arrival document is received. The I-94 arrival document is destroyed upon receipt of a departure document, or after microfilming upon receipt of a subsequent arrival document. | | <i>withdrawn</i> |
| 2. | <u>I-94 departure document (hardcopy)</u> This is the original of the form completed upon entry of a non-immigrant, annotated to indicate the port and date of departure. Destroy after creation of an adequate microfilm copy. | | <i>withdrawn</i> |
| 3. | <u>Automated Non-immigrant Control System (machine readable records)</u> This system consists of data from I-94 arrival and departure documents and serves as an index to the hard copy I-94 arrivals and microfilm copy of I-94 departures and subsequent arrivals. | | |

| Item No. | Description of Item |
|----------|---|
| 3 | I-94 arrival data is cleared from the system upon receipt of a relating I-94 departure or subsequent arrival document. I-94 departure data is outputted to microfiche and cleared from the automated system when the master file reaches saturation level (maximum retention of twelve months). |

Withdrawn

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|---|--|
| 4 | <u>I-94 microfilm and microfiche records</u> Microfilm records consists of copies of I-94 non-immigrant departure and subsequent arrival documents. Microfiche records are an index to the above microfilm records. |
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Withdrawn

Permanent Retention

NOTE: The requested authority will supercede that previously given in II-NNA-203, House Report No. 2471, 82nd Congress, 2nd session, dated July 3, 1952; and 352-S68, House Report No. 891, 82nd Congress, 1st session, dated August 17, 1951.