

**REQUEST FOR AUTHORITY  
TO DISPOSE OF RECORDS**

*(See Instructions on Reverse)*

LEAVE BLANK	
DATE RECEIVED <b>2 NOV 1977</b>	JOB NO <b>NC 1 85 78 4</b>
NOTIFICATION TO AGENCY	
In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "with-drawn" in column 10.	
<i>11-17-77</i> Date <i>Acting</i> <i>James E. O'Neill</i> <i>Archivist of the United States</i>	

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 and Naturalization Service
3. MINOR SUBDIVISION  
Information Services
4. NAME OF PERSON WITH WHOM TO CONFER  
Eugene A. Kupferer
5. TEL. EXT.  
376-8484
6. CERTIFICATE OF AGENCY REPRESENTATIVE:

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

*26 Oct. 1977* (Date) *James R. Ouellette* (Signature of Agency Representative) **Chief, Records Administration and Information Branch** (Title)

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1.	<p><u>SERVICE LOOKOUT BOOK</u></p> <p>The Service Lookout Book is a computer generated document which provides Immigrant Inspectors with a list of violators, alleged violators, and suspected violators of the criminal or civil provisions of statutes enforced by the INS and other government agencies.</p> <p>The automated system is updated and a new Service Lookout Book is generated on three week cycles. (a.) The magnetic tape is disposed of after the fourth update cycle.</p> <p>(b.) Service Lookout Books are disposed of upon receipt of a new Service Lookout Book.</p>		<i>2 items</i>

*Sent to agency, NINF, NNR-11/18/77*