Schedule Number: NC1-085-78-05

All items in this schedule are inactive. Items are either obsolete or have been superseded by newer NARA approved records schedules.

Description:

This schedule is superseded in full.
Items 1 and 2 are superseded by DAA-0566-2021-0007-0001.
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 1/ 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) (Signature of Agency Representative) (Title)

7. ITEM NO.

8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)

WORK MEASUREMENT REPORTS

These reports contain comprehensive operational statistics which measure various activities of INS. They provide information to program managers for use in evaluating programs and allocating resources more efficiently. The reports, prepared monthly, semi-annually, and annually, provide district, sector, regional, and Service-wide summaries of work unit and manhour data related to Service activities. Duplicate copies of these reports are retained by Central Office; original copies of feeder reports are retained in field offices.

1

Central Office copies: Transfer to a Federal Record Center in multi-year segments ten years after the fiscal year in which created or when no longer required for administrative purposes, whichever is shorter. Destroy when fifteen years old.

2

Field office copies: Destroy three years after the fiscal year in which created or when no longer required for administrative purposes, whichever is shorter.

9. SAMPLE OR JOB NO.

10. ACTION TAKEN

STANDARD FORM 115
Revised November 1970
Prescribed by General Services Administration
FPMR (41 CFR) 101-11.4
115-105