

**REQUEST FOR AUTHORITY
TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

LEAVE BLANK	
DATE RECEIVED 2 NOV 1977	JOB NO. NC1 85 78 5
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	
11-11-77 Date	<i>James P. Ouellette</i> Archivist of the United States

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 P. 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
	<u>WORK MEASUREMENT REPORTS</u> These reports contain comprehensive operational statistics which measure various activities of I&NS. 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.		

sent to agency - NINE - NCW - 11/18/77

2 items