

**REQUEST FOR AUTHORITY  
TO DISPOSE OF RECORDS**

*(See Instructions on Reverse)*

LEAVE BLANK	
DATE RECEIVED <b>2 NOV 1977</b> <b>NC1 85</b>	JOB NO <b>78 6</b>
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	
<b>11-11-77</b> Date	<i>James R. 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)  
Dept. 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.  
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 2 pages 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>CENTRAL OFFICE CONGRESSIONAL CORRESPONDENCE</u></p> <p>These records consists of correspondence between the Immigration and Naturalization Services and members of Congress. Material is filed alphabetically by Congressman, and an index is maintained which cross-references by subject.</p> <p>Correspondence and the relating index is microfilmed when three years old in accordance with the standards set forth in 41 CFR 11.507.</p> <p>a. Microfilm is destroyed when 25 years old.</p> <p>b. Hard copy is destroyed after creation of an adequate microfilm copy.*</p>		<i>2 items</i>

\* Revisions to retention standards authorized by Eugene A. Kupferer, RAIB, INS. *ofw 11/7/77*

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

*Sent to agency and NAIIF- 11/15/77*