

# 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 and Naturalization Service

3. MINOR SUBDIVISION  
Information Services

4. NAME OF PERSON WITH WHOM TO CONFER  
Eugene Kupferer

5. TEL. EXT.  
376-8484

6. CERTIFICATE OF AGENCY REPRESENTATIVE:

LEAVE BLANK	
DATE RECEIVED 20 DEC 1977 NCI 85	JOB NO. 78 7
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.	
1-9-78 Date	<i>James R. Ouellette</i> 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 2 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified

Dec 20, 1977 *James R. Ouellette* CRM  
(Date) (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 Identification Index</u></p> <p>The Identification Index is a manual index consisting of records which are not automated plus those automated records which cannot be destroyed until microfilmed. Following is a list of those records which compose the largest part of the Identification Index:</p> <ol style="list-style-type: none"> <li>Various arrival and departure documents (Form I-94) relating to apprehensions, parolee cases, stowaways, and first entries of U.S. citizens born abroad.</li> <li>Applications for Crewman's Landing Permit (Form I-174) and Crewmans Landing Permits (Form I-95).</li> <li>Applications for a U.S. Citizen Identification Card (Form I-196).</li> <li>Applications for Nonresident Alien Border Crossing Card (Form I-190).</li> <li>Applications for Nonresident Alien's Canadian Border Crossing Card (Form I-175).</li> <li>Voidance of Form I-186 or Denial of Form I-190 (Form I-180).</li> </ol>		

*2 items*

*Sent to agency & NNF - 2/13/78*

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7.  
ITEM NO.

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

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7. Notice of Voidance of Form I-179 or I-197 (Form I-195).
8. Report of action in nonimmigrant cases (Forms I-538a, I-539a, I-530, and I-485).
9. Application for Nonimmigrant Visa or Alien Registration (Form FS-257).
10. Record of Failure to Depart (Form I-531).
11. Record of Crewman Deserting in Canada (Form I-536).

These records are microfilmed in two-year segments.

- a. Paper records are destroyed upon creation of an acceptable microfilm copy. Microfilming is done in accordance with 41 CFR 101-11.507.
- b. Microfilm is destroyed when 100 years old.