

**REQUEST FOR AUTHORITY  
TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

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DATE RECEIVED <b>13 MAR 1978</b>	JOB NO <b>NC 1 85 78 8</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.	
<b>4-19-78</b> Date	<i>James B. [Signature]</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.  
376-2227
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 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified

*2/28/78* (Date)      *William J. Pelli* (Signature of Agency Representative)      *Acting* 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>ALIEN ADDRESS REPORTING SYSTEM</u>  The Alien Address Report System was developed under Section 265 of the Immigration and Nationality Act in order to conduct an annual census of the alien population in the United States and to furnish the Attorney General with current addresses of aliens in the United States. The major functions of the Alien Address Report System are to: (1) serve as an index to Alien Address Report Cards submitted by aliens residing in the United States; and (2) produce statistical reports.  Alien Address Report cards are forwarded annually by aliens to the I&NS, are sequentially numbered, and microfilmed in numerical order. Data from the cards is then entered into an automated system which generates statistical reports and an index to the microfilmed records.		
1.	<u>Alien Address Report Cards</u> : Destroy after an adequate microfilm substitute has been created and data has been captured from them for entry in the automated system.	NC-85-75-1 Item 2	
2.	<u>Microfilm and index</u> : Destroy when three years old.	NC-85-75-1 Item 1	
3.	<u>Statistical reports</u> : Transfer and consolidate with records of Statistics Branch. Dispose of in accordance with NCI-85-78-1, item 2.		

*Sent to agency, NCI, NNR & NNF - 4/20/78 to NNB*

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
4.	<u>Magnetic tape</u> : Permanent retention. Offer to NARS when three years old. To avoid disclosure of individual identities, extracts may be provided with personal identifiers removed.		