

*Rec'd NCP 14 Aug 80 NY*

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**  
(See Instructions on reverse)

LEAVE BLANK	
JOB NO	NCL-85-80-6
DATE RECEIVED	August 22, 1980
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
9-12-80 <i>Date</i>	<i>Activity</i> Archivist of the United States

TO **GENERAL SERVICES ADMINISTRATION,**  
**NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408**

1 FROM (AGENCY OR ESTABLISHMENT)  
Department of Justice

2 MAJOR SUBDIVISION  
Immigration & Naturalization Service

3 MINOR SUBDIVISION  
Information Services

4 NAME OF PERSON WITH WHOM TO CONFER  
Arnold N. Kuperstein

5 TEL EXT  
633-2441

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.

**A** Request for immediate disposal.

**B** Request for disposal after a specified period of time or request for permanent retention.

C. DATE <i>8/7/80</i>	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Mary D. Hannett</i>	E. TITLE Acting Chief, Records Administration and Information Branch
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7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
	<p><u>FIELD OFFICE SUBJECT FILES</u></p> <p>1. These records consist of field office files which contain writings reflecting the overall view of the Administration. Department and Service which would serve to influence, direct and guide the operational units and their employees in the implementation of the Immigration and Nationality Act and pertinent regulations. Writings of this nature are to be classified as "P" policy and should be published in the Operations Instructions, Regulations or Administrative Manual.</p> <p><del>DESTROY ON</del> <del>RETAIN UNTIL</del> INCLUSION IN THE OPERATIONS INSTRUCTIONS, REGULATIONS OR ADMINISTRATIVE MANUAL. PUBLICATION NOT TO EXCEED ONE YEAR.</p> <p>2. All correspondence, except policy correspondence filed in general subject files, of administrative nature between offices of this Service, and with other governmental agencies, and with the general public, concerning matters relating to the administration or enforcement of the immigration and nationality laws and regulations, not part of any case file are to be classified as "C" correspondence.</p>	<p><i>II-NMA-2673</i></p> <p><i>II-NMA-2673</i></p>	<p><i>2 items</i></p>

Continued on Page 2

*Closed out : 10-2-80 : K.T.!*  
*Copies Sent to All FRC's & Agencies*

DESTROY WHEN OLD.

~~RETAIN~~ ONE YEAR. AT TIME OF ANNUAL REVIEW OF FILES, CORRESPONDENCE MAY BE DESIGNATED FOR AN EXEMPTION AND RETAINED FOR A PERIOD NOT TO EXCEED THREE YEARS. DESIGNATION OF RETENTION MUST BE NOTED AT BOTTOM OF FILE COPY AND INITIALED BY OFFICIAL MAKING THE DECISION.

NOTE: The requested authority will supersede that previously given in II-NNA-2673 dated February 21, 1958.