

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

14 Aug 81

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

LEAVE BLANK	
JOB NO	NC1-85-81-4
DATE RECEIVED	August 14, 1981
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
Date	<i>1-13-82 Edward Weldon</i> <i>Acting Archivist of the United States</i>

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 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 1 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.

7. DATE <i>8-5-81</i>	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i>	E. TITLE <i>acting</i> 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
1.	<p>Local Files Indexes. These indexes consist of duplicate copies of Forms G-360, G-361, cross reference cards, and G-361's created on nonimmigrant petition files. The above cards show the creation and maintenance of Service case files at INS files control offices.</p> <p>Hard copy.</p> <p>a. Destroy after an adequate microfilm substitute has been created.</p> <p>b. Microfilm. Destroy when 75 years old.</p> <p>This certifies that the records described on this form will be microfilmed in accordance with the standards set forth in 41 CFR 101-11.506.</p>		

M. J. 2002-81

2 items