

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

LEAVE BLANK	
JOB NO	NC1-85-83-7
DATE RECEIVED	4-21-83
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
4-25-83 <i>Date</i>	<i>Robert W. [Signature]</i> <i>Archivist of the United States</i>

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

1 FROM (AGENCY OR ESTABLISHMENT)  
Department of Justice

2 MAJOR SUBDIVISION  
Immigration and Naturalization Service

3 MINOR SUBDIVISION  
Records Administration Branch

4 NAME OF PERSON WITH WHOM TO CONFER  
John H. Sowders

5. TEL EXT  
633-2444

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 <u>4/13/83</u>	D SIGNATURE OF AGENCY REPRESENTATIVE <i>Cecil G. Christian, Jr.</i> Cecil G. Christian, Jr.	E. TITLE Director, Records Administration 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><u>Central Office Identification Index</u></p> <p>These hard copy forms are part of the Manual Identification Index that consist of records automated and not automated. The requested Authority provides for an exception to Disposal Schedule NCI 85-78-7 for those hard copy forms listed below. The inclusive dates are January 1976 through December 31, 1982. The filing method is alphabetically by soundex with an estimated volume of about 7 million 5 X 3 forms</p> <ul style="list-style-type: none"> <li>a. Yellow I-94 Forms (Apprehension)</li> <li>b. White I-94 Forms (Voluntary Departure as a result of apprehension)</li> <li>c. I-180 Formal (Notice of Voidance of Border Crossing Cards, Mexicans)</li> <li>d. I-196 Forms (Application for U.S. Identification Card)</li> </ul>	NC1-85-78-7	<i>8 items</i>

*Copy to agency, 4-27-83; 88.*

**Request for Records Disposition Authority – Continuation**

JOB NO

PAGE OF  
2 of 2

7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
	<p>e. I-94 Forms (Stowaway)</p> <p>f. I-94 Forms (First Entry of U.S. Citizen)</p> <p>g. I-190 Forms (Application for Mexican Border Crossing Card)</p> <p>h. I-485 Forms (Application for Permanent Resident Status)</p> <p>DISPOSITION: DESTROY HARD COPY FORMS IMMEDIATELY.</p>		