

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK	
JOB NO NCL-85-83-9	
DATE RECEIVED 6-13-83	
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
6-29-83 <i>Date</i>	<i>John B. [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 Management Branch

4 NAME OF PERSON WITH WHOM TO CONFER
etc Arnold Kuperstein

5 TEL EXT
633-2442

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.

C. DATE 5/25/83	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Cecil G. Christian, Jr.</i> Cecil G. Christian, Jr.	E. TITLE Director, Records Management 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>Semiannual Theft Report (Form G-796)</u></p> <p>Semiannual Theft Report forms are used to record any Government property that has been stolen or is missing.</p> <p>Destroy the original when two years old. Destroy all copies when one year old.</p>		<i>1 item</i>