


REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK	
JOB NO NCL-85-83-11	
DATE RECEIVED 9-7-83	
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
9-9-83 <i>Date</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 Systems Division, Information Services Branch


4 NAME OF PERSON WITH WHOM TO CONFER
James E. Hagerty

5 TEL EXT
633-2552

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 8/24/83	D. SIGNATURE OF AGENCY REPRESENTATIVE  Cecil G. Christian, Jr.	E. TITLE Director, Records Management Branch
-------------------	---	---

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
1.	<p><u>General Public Non-Action Mail</u></p> <p>INS receives large volumes of mail from the general public in response to immigration-related matters which sometimes receive media attention. This mail is classified as <u>non-action</u> mail and consists of the following:</p> <ol style="list-style-type: none"> 1) Individually composed letters from persons or interest groups which express a certain point of view (e.g., for or against a particular asylum application). 2) Campaign mail consisting of standardized letters which express an opinion or point of view. 3) Derogatory mail which is characterized by abusive or obscene language and/or personal attacks. <p>This type of mail contrasts with <u>action</u> mail in which the writers are seeking specific information on immigration and naturalization matters which requires a written response. The current retention period for this non-action correspondence is one year. The new retention schedule should be ninety days from the date of receipt. This new schedule supercedes Schedule No. II-NNA-101, item 2, for <u>General Public Non-Action Mail only.</u></p>		

115-107 Agency sent 9-14-83 by DMW.

MASS DATA CHANGE SHEET NOT REQUIRED