

NOTICE - SOME ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: NC1-085-85-01

Some items in this schedule are either obsolete or have been superseded by new NARA approved records schedules. This information is accurate as of: 8/10/2022

ACTIVE ITEMS

These items, unless subsequently superseded, may be used by the agency to disposition records. It is the responsibility of the user to verify the items are still active.

All items except those listed below are active.

SUPERSEDED AND OBSOLETE ITEMS

The remaining items on this schedule may no longer be used to disposition records. They are superseded, obsolete, filing instructions, non-records, or were lined off and not approved at the time of scheduling. References to more recent schedules are provided below as a courtesy. Some items listed here may have been previously annotated on the schedule itself.

Item 15 is superseded by DAA-0566-2017-0008-0001 and DAA-0566-2017-0008-0002.

REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse)		LEAVE BLANK	
TO: GENERAL SERVICES ADMINISTRATION NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408		JOB NO. NCL-85-85-1	DATE RECEIVED 8-1-85
1. FROM (Agency or establishment) Department of Justice		NOTIFICATION TO AGENCY	
2. MAJOR SUBDIVISION Immigration & Naturalization Service		In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.	
3. MINOR SUBDIVISION Records Management Branch			
4. NAME OF PERSON WITH WHOM TO CONFER Tedd Spears	5. TELEPHONE EXT. 633-5570	DATE 12-6-85	ARCHIVIST OF THE UNITED STATES <i>Frank J. Burke</i>
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 11 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached.

A. GAO concurrence: is attached; or is unnecessary.

B. DATE 6/24/85	C. SIGNATURE OF AGENCY REPRESENTATIVE <i>Cecil G. Christian, Jr.</i> Cecil G. Christian, Jr.	D. TITLE Director, Records Management Branch
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7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARS USE ONLY)
1.	<p>I-94 ARRIVAL RECORD</p> <p>This is a 4 1/2" X 4 1/2" tear-off section of the I-94 completed for each nonimmigrant student entering the</p> <p>All changes in wording to this proposed schedule have been approved by:</p> <p><i>Henry Chel</i> - 9-3-85 NARA Appraiser Date</p> <p><i>[Signature]</i> Agency representative 9/3/85 Date</p> <p>Agency copy to DOT records mg't staff, 12/09/85. Copies to NNF, NNS,</p>		

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	<p>U.S. It contains an eleven digit pre-printed admission number and seven data fields which include name, date of birth, country of citizenship, country of residence, and address while in the U.S. The back contains additional data fields completed by immigration official for certain nonimmigrant categories including occupation, school, itinerary, and petition number. When a student reenters the country and receives a new I-94 form, the inspector will cross out the admission number. The inspector will write the old admission number either next to the one crossed out or in the blank line under item 16 on the back of the form.</p> <p>The data fields on this form to be processed on the STSC System are, Form I-94 Admission Number, Last Name, First Name, Birth Date, Country of Citizenship, Country of Residence, U.S. Address, City, State, City Where Visa Was Issued, Airline & Flight No. or Ship Name, Port of Entry, Date of Admission, Class of Admission, Date Admitted, School, INS File No., Waivers, Notations, Bond Stamp.</p> <p>Destroy hard copy after the information is processed into the STSC data base.</p>		
2.	<p>I-94 DEPARTURE RECORD</p> <p>This is a 4 1/2" x 3 1/2" tear-off section of the I-94 completed for each nonimmigrant student leaving the U.S. It contains a matching eleven digit pre-printed admission number, name, date of birth, and country of citizenship. The back is used to record changes in status, port of departure, date, carrier, flight number or ship name, and date of departure.</p> <p>The data fields on this form to be processed on the STSC are, Form I-94, Admission Number, Last Name, First Name, Birth Date, Country of Citizenship, Port of Entry, Date Admitted, Departure Port, Departure Date, Departure Airline, Flight Number/Ship Name.</p> <p>Destroy hardcopy after the information is processed into the STSC data base.</p>		
3.	<p>I-17 SCHOOL PETITION FOR INS APPROVAL</p> <p>Form I-17 is used to apply for initial school approval. In addition, schools are periodically reviewed to determine whether they have continued to meet the eligi-</p>		

Request for Records Disposition Authority - Continuation		Job NO	PAGE OF 3 of 11
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	<p>bility standards and complied with the reporting requirements. Schools under review may be required to furnish a currently executed Form I-17 as a petition for continuation of approval, together with updated supporting documents. If upon completion of the review, the district director finds that the approval should continue, he/she notifies the school if Form I-17 has been submitted; otherwise, the district director will institute proceedings to withdraw the school's approval.</p> <p>The I-17 can be used to create or update a school record. This purpose is indicated in the upper left side (INS use only) block: This request is to (1) create a file or (2) update a file.</p> <p>The data fields on this form to be processed on the STSC System are, Form I-17, School Code, School Classification Code, INS Approval Date, Name of School, Mailing Address Of School, Public Or Private Institution, Level Of Education Code, Dates Which Make Up The School Terms, Date Form Was Received.</p> <p>Destroy hardcopy after the information is processed into the STSC data base.</p>		
4.	<p>I-17A DESIGNATED SCHOOL OFFICIALS</p> <p>A designated official means a regularly employed member of the school administration whose office is located at the school and whose compensation does not come from commissions for recruitment of foreign students. An individual whose principal obligation to the school is to recruit foreign students for compensation does not qualify as a designated official. Up to five designated officials for each school or campus within a school system may be attached to each Form I-17, but it is not necessary for each school or campus to have its own designated officials. If there is a change in designated officials, a new Form I-17A must be submitted to the INS office having jurisdiction over the school within thirty days. The I-17A may be used to establish the official's name as necessary.</p> <p>The data fields on this form to be processed on the STSC System are, Form I-17A, School Code, Zip Code,</p>		

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Last Name, First Name, Initial, Name of School System, Signature Date.

Forms I-17A that are submitted identifying designated school officials are disposed of five years after the designee(s) on a form, has (have) been replaced by (a) newly designated official(s), by a replacement form.

5. I-17B SCHOOL SYSTEM ATTACHMENT

If a school system is seeking approval for a number of schools for attendance by nonimmigrant students, an I-17B form may be completed and submitted with Form I-17. School system attachment Form I-17B lists the school or campus name, mailing address, and school code for each school in the district.

The data fields on this form to be processed on the STSC System are, Form I-17B, INS File Number (school code root), Zip Code, Request Action, School/Campus, School/Campus suffix, Mailing Address, School or Campus Name, repeat name, suffix and mailing address for each campus.

Destroy hardcopy after the information is processed into the STSC data base.

6. I-20A CERTIFICATE OF ELIGIBILITY FOR NONIMMIGRANT (F-1) STUDENT STATUS

F-1 students are authorized to enroll in elementary schools, high schools, colleges, universities, language training programs, seminaries, conservatories, and other academic institutions. Students entering for these purposes must present the I-20 before entering the United States.

The data fields on this form to be processed on the STSC System are, Form I-20A, Admission Number, Family Name, First Name, Date of Birth, Country of Citizenship, Action, Action Date, School File Number, Certificate Issued, Major Field of Study, Student Reporting Date, Estimated Completion Date, Length of Course Of Study, Level Of Education Code, Months For Student's Average Costs, Total School Expenses, Months For Student's Means Of Support, Total Financial Support, School Official's Last Name, School Official's First Name, Microfilm Number.

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
7.	<p>I-20M CERTIFICATE OF ELIGIBILITY FOR NONIMMIGRANT (M-1) STUDENT STATUS - FOR VOCATIONAL STUDENTS</p> <p>The I-20M Form is filled out for all nonimmigrant students authorized to enroll in vocational or nonacademic institutions other than for language training programs. This form is to be presented to the inspector upon arrival into the U.S. along with the I-94 and other supporting documents.</p> <p>The data fields on this form to be processed on the STSC System are, Form I-20M, Admission Number, Family Name, First Name, Date of Birth, Country of Citizenship, Action, Action Date, School File Number, Certificate Issued, Major Field Of Study, Date Student Reports, Date Admitted, Length Of Course Study, Level Of Education Code, Months For Student's Average Costs, Total School Expenses, Months For Student's Means Of Support, Total Financial Support, School Official's Last Name, School Official's First Name, Microfilm Number.</p> <p>All forms are microfilmed and key reduced for processing into the STSC data base. All forms are destroyed after corresponding records are processed into the STSC data base; however, if a designated school official's name requires verification, the form is sent to the central fraud facility. All forms are destroyed immediately after being checked at the central fraud facility if the signatures are found to be bona fide. If the signature on a form is fraudulent, the form is placed in the alien's "A" file.</p> <p>Destroy microfilm ten years from date of creation.</p>		

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8.	<p>I-20 TRANSFER</p> <p>The I-20 TRANSFER form is completed when a nonimmigrant student wishes to transfer to another INS approved school within the same educational level. The student submits the I-20 form (obtained from the new school) to the school he/she is currently attending to notify that school of his/her intent to transfer. The old school endorses the I-20 TRANSFER and sends this form with Form I-20A directly to the CDC for student record updating.</p> <p>The data fields on this form to be processed on the STSC System are; Form I-20T, Admission Number, Family Name, First Name, Date of Birth, Country of Citizenship, Current Address Of Student, School File Number of New School, First Name Of Old School Official, Last Name, First Name of New School Official, Last Name, School File Number, Microfilm Number.</p> <p>All forms are microfilmed and key reduced for processing into the STSC data base. All forms are destroyed after corresponding records are processed into the STSC data base with the exception of those forms and accompanying Forms I-20A with negative recommendations from designated school officials which are sent to the files control offices. Forms with designated school official's name that require verification are sent to the central fraud facility. All forms are destroyed immediately after being checked at the central fraud facility if the signatures are found to be bona fide. If the signature on a form is fraudulent, the form is placed in the alien's "A" file.</p> <p>Destroy microfilm ten years from date of creation.</p>		
9.	<p>I-94 RECORD OF DEPORTABLE ALIEN</p> <p>When an INS officer apprehends a nonimmigrant student who has violated the Immigration and Nationality Act, a Form I-213 is prepared on the individual. This apprehension record contains a two-part I-94 form. The yellow part of the I-94 updates the system to reflect that the violator was apprehended. The white copy of the I-94 is submitted at the port of Departure when the nonimmigrant leaves the U.S. The STSC data base is updated to reflect both events, the apprehension and the departure. The data fields on this form to be processed on the STSC System are, Form I-94, Admission Number, Family Name, Given/Middle Name, Birthdate, Country of Citizenship, Port of</p>		

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
	<p>Entry, Date Admitted, Departure Date, "A" File Number, Docket Control Office Code.</p> <p>Destroy hardcopy after information is processed into the STSC data base.</p> <p>10. I-506 OLD APPLICATION FOR CHANGE OF NONIMMIGRANT STATUS (Rev. 5-5-83)N.</p> <p>A nonimmigrant alien who wishes to change his/her lawful nonimmigrant classification to that of an F-1 or M-1 student must apply on Form I-506. The applicant must submit a completed form I-20 A/B or I-20 M/N, issued by the school he/she is attending or wishes to attend. The applicant must submit evidence of being able to support himself/herself or submit an affidavit of support. These forms are submitted to the Immigration and Naturalization Service office nearest to the applicant's place of residence. The I-506 reflects whether or not the change of nonimmigrant class was granted.</p> <p>The data fields on this form to be processed on the STSC System are, Form I-506, Admission Number, Family Name, Given Name, Date Of Birth, Country Of Citizenship, Current Classification, Reclassification, Date Admitted, Application Denied, Application Denied V.D. To, Action Date, Microfilm Number.</p> <p>Destroy hardcopy after the form is microfilmed and the information is processed into the STSC data base.</p> <p>Destroy microfilm ten years from date of creation.</p>		
11.	<p>I-506 NEW APPLICATION FOR CHANGE OF NONIMMIGRANT STATUS (New Version).</p> <p>A nonimmigrant alien who wishes to change his/her lawful nonimmigrant classification to that of an F-1 or M-1 student must apply on Form I-506. The applicant must submit a completed Form I-20 A/B or I-20 M/N, issued by the school he/she is attending or wishes to attend. The applicant must submit evidence of being able to support himself/herself or submit an affidavit of support. These forms are submitted to the Immigration and Naturalization Service office nearest to the applicant's place of residence. The I-506 reflects whether or not the change of nonimmigrant class was granted. The data fields on this form to be processed on the STSC System are, Form I-506, Admission Number, Family Name, Given</p>		

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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>Name, Date of Birth, Country Of Citizenship, Present Nonimmigrant Classification, Reclassification, Stay Granted, Application Denied, Application Denied V.D. To, Action Date, Alien Number, Bond Flag, Bond Control Office, Microfilm Number.</p> <p>Destroy hardcopy after the form is microfilmed and the information is processed into the STSC data base.</p> <p>Destroy the microfilm ten years from date of creation.</p>		
12.	<p>I-538 APPLICATION BY NONIMMIGRANT STUDENT FOR EXTENSION OF STAY, SCHOOL TRANSFER, AND PERMISSION TO ACCEPT OR CONTINUE EMPLOYMENT OR PRACTICAL TRAINING</p> <p>When a nonimmigrant F-1 student seeks to extend his/her stay in the U.S. to pursue another educational program or when a nonimmigrant M-1 student seeks to extend his/her stay in the U.S. beyond the date authorized, a Form I-538 is submitted to the district office. Form I-538 reflects whether or not the extension was granted and, if granted, indicates the new educational program authorized or the new date of authorized stay.</p> <p>An I-538 is also submitted when a nonimmigrant F-1 student wishes to transfer to a school to obtain a new educational objective (another degree) or an M-1 student wishes to transfer to another school. Forms I-20 and I-538 must be collected from the district office and forwarded to the processing center.</p> <p>An I-538 Form is submitted to the district office when a nonimmigrant student seeks employment or practical training. Form I-538 reflects whether or not the benefit is granted, and if granted indicates the dates of employment. The data fields on this form to be processed on the STSC System are, Form I-538, Student's Admission Number, Student's Name (Family Name), Student's Name (First Name), Date Of Birth, Country Of Citizenship, Date Of Action, Educational Program Authorized, Extension Denied V.D. (date), Major Field Of Study, Extended Date Admitted, Estimated School Completion Date, Transfer Denied, Transfer Granted, Employment Denied, Employment Granted, Practical training Denied, Practical Training Granted, Address, Months For Student's Costs, Student's Costs, Student's Means Of Support, School File Number Including Suffix, School Official's First Name, School Official's Last Name, Microfilm Number.</p>		

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	<p>All forms are microfilmed and key reduced for processing into the STSC data base. All forms are destroyed after corresponding records are processed into the STSC data base; however, if a designated school official's name requires verification, the form is sent to the central fraud facility. All forms are destroyed immediately after being checked at the central fraud facility if the signatures are found to be bona fide. If the signature on a form is fraudulent, the form is placed in the alien's "A" file.</p> <p>Destroy microfilm ten years from date of creation.</p>		
13.	<p>I-702 SCHOOL VIOLATIONS AND APPROVAL REVIEW</p> <p>When a school has violated the INS Regulations or a school approval is reviewed, Form I-702 is filled out by the INS District office to reflect the violation or action taken and forwarded to the processing center for school record updating.</p> <p>The data fields on this form to be processed on the STSC System are, Form I-702, INS School Code, Last Review (date), Warning Letter Sent (date), Notice Of Intent To Withdraw (date), Denial/Approval (date), Approval Withdrawn (date), Type Of Withdrawal Code, School Violations Of Regulations, School/School System Name.</p> <p>Destroy hardcopy after information is processed into the STSC data base.</p>		
14.	<p>I-721 COMPUTER-GENERATED STUDENT STATUS FORM</p> <p>Schools which are approved to enroll F-1 and/or M-1 nonimmigrant students must periodically report the status of these students listed in the Computer-Generated Student Status Form which includes supplemental pages for corrections/additions. If a change is desired to any information about the student, the attached supplemental pages are used.</p> <p>The data fields on this form to be processed on the STSC System are, Form I-721, INS School Code, School Name, Designated School Official's Last Name, Designated School Official's First Name, Admission Number, Family Name, Given Name, Date of Birth, Country of Citizenship, Reporting Form Received Date.</p>		

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
	<p>All Computer-Generated Student Status Forms are key reduced for processing into the STSC data base. All forms are destroyed after corresponding records are processed into the STSC data base; however, if a designated school official's name requires verification, the form is sent to the central fraud facility. All forms are destroyed immediately after being checked at the central fraud facility if the signatures are found to be bona fide. If the signature on a form is fraudulent, the form is placed in the school file.</p> <p>The supplemental pages are forwarded to the adjudications sections of the district offices and suboffices having jurisdiction over the schools for verification of the immigration status of the students. The supplemental pages are discarded after verification action is completed for each student.</p>		
15.	<p>I-102 APPLICATION BY NONIMMIGRANT ALIEN FOR REPLACEMENT OF ARRIVAL DOCUMENT</p> <p>The I-102 is used by a nonimmigrant to apply for replacement of a lost, mutilated, or destroyed Form I-94 (Arrival/Departure Record), Form I-95 (Crewman's Landing Permit), and/or Form I-20 ID copy relating to F-1 and M-1 students. When the applicant is an F-1 or M-1 student, the form is sent to STSC for microfilming after adjudication by an INS officer.</p> <p>The data fields on this form to be processed on the STSC System are, Form I-102, Admission Number, Family Name, First Name, Date of Birth, Country of Citizenship, Microfilm Number.</p> <p>Destroy hardcopy after the form is microfilmed and the information is processed into the STSC data base.</p> <p>Destroy microfilm ten years from date of creation.</p>		
16.	<p>I-530 REPORT OF ACTION - NONIMMIGRANT</p> <p>Form I-530 is used to record actions taken regarding non-immigrants by INS officers when no application has been filed. When the nonimmigrant is an F-1 or M-1 student, the data is keyed into STSC as an update to the student's record regarding his or her status.</p>		

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17.	<p>The data fields on this form to be processed on the STSC System are, Form I-530, Admission Number, Family Name, First Name, Date of Birth, Country of Citizenship, Present Non-immigrant Classification, Reclassification To, Extension Granted to Date, Voluntary Departure Date, Voluntary Departure Granted To Date, Reclassification Date.</p> <p>Destroy hardcopy after the information is processed into the STSC data base.</p> <p>Supplemental Documentation. Supplemental material attached to Forms I-20A, I-20M, I-20 Transfer, I-538, and I-506 is microfilmed and destroyed with corresponding forms.</p> <p>Destroy microfilm ten years from date of creation.</p> <p>NOTES:</p> <p>Information pertaining to nonimmigrant student remains on-line for the duration of the student's studies. When the file becomes too large, a decision will be made on what records will be archived. Those tapes which are archived will be destroyed when 10 year old.</p> <p>The source documents of corresponding records processed into the Student/Schools System shall be destroyed only after verification that data accuracy and processing standards are met. INS personnel who monitor work at the contractor operated facility shall witness the disposal according to AM 2785.01 through 2785.03 and CFR, Title 41, Section 101.11.406-9.</p> <p>Documents are filmed in accordance with 41 CFR 101.11.5.</p> <p>Concurrence:</p> <p><i>Joseph D. Cuddy</i> Examinations Adjudications</p> <p><u>6/13/85</u> Date</p> <p>superseded page</p>		