

WITHDRAWN – RETURNED WITHOUT ACTION

Request for Records Disposition Authority

Records Schedule Number DAA-0582-2016-0004
Schedule Status Returned Without Action

Agency or Establishment Executive Office for Immigration Review
Record Group / Scheduling Group Records of the Executive Office for Immigration Review
Records Schedule applies to Agency-wide
Schedule Subject Citizen and Public Correspondence Files
Internal agency concurrences will be provided No

Background Information

The Executive Office for Immigration Review (EOIR) was created on January 9, 1983, through an internal Department of Justice (DOJ or Department) reorganization which combined the Board of Immigration Appeals (BIA or Board) with the Immigration Judge function previously performed by the former Immigration and Naturalization Service (INS). The reorganization made the Immigration Courts independent from the agency charged with enforcement of Federal immigration laws. The Office of the Chief Administrative Hearing Office (OCAHO) was added to EOIR in 1987 to address Immigration related employment claims. The 2003 creation of the Department of Homeland Security (DHS) removed INS from DOJ, further separating DHS and EOIR functions.

The primary mission of EOIR is to adjudicate immigration cases by fairly, expeditiously, and uniformly interpreting and administering the Nation's immigration laws. Under delegated authority from the Attorney General, EOIR conducts immigration court proceedings, appellate reviews, and administrative hearings. EOIR was accorded bureau level status for records management in October 2010.

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
0	0	0	3

GAO Approval

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NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
Request for Records Disposition Authority

Records Schedule: DAA-0582-2016-0004

Outline of Records Schedule Items for DAA-0582-2016-0004

Sequence Number	
1	Citizen and Public Correspondence Files
1.1	Public Correspondence – No Response Required Disposition Authority Number: DAA-0582-2016-0004-0001
1.2	Public Correspondence - Referred information Disposition Authority Number: DAA-0582-2016-0004-0002
1.3	Public Correspondence – Response Required Disposition Authority Number: DAA-0582-2016-0004-0003

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Records Schedule Items

Sequence Number	
1	Citizen and Public Correspondence Files
1.1	Public Correspondence – No Response Required
	Disposition Authority Number DAA-0582-2016-0004-0001
	Routine correspondence – Communications from the public that require no response. These include write-in campaigns, repeat writers, personal opinions on current events or personal experiences, informational or reference literature, etc. These may be routine complaints, commendations or other correspondence and may include anonymous communications, such as suggestion box comments. They may also include public correspondence received in error or addressed to another entity and copied to EOIR. These do not include any communications for which EOIR takes action.
	Final Disposition Temporary
	Item Status Withdrawn
	Is this item media neutral? Yes
	Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No
	GRS or Superseded Authority Citation The DOJ Office of Record and Management Policy, promulgated a citizen and public correspondence file schedule (DAA-0060-2014-0004) which superseded N1-060-10-023/1 and GRS 14, Items 1, 2, and 5. The new schedule was approved in 2014. EOIR is adopting the same time frames as the Department.
	Disposition Instruction
	Cutoff Instruction Cutoff files at the end of the calendar year
	Retention Period Destroy no sooner than 3 months and no later than 1 year after cutoff.
	Additional Information
	GAO Approval Not Required
1.2	Public Correspondence - Referred information
	Disposition Authority Number DAA-0582-2016-0004-0002
	Referred information includes the original correspondence and acknowledgment and/or transmittals of inquiries and requests that are referred elsewhere. EOIR has

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determined that as a matter of policy, an acknowledgement and/or referral without further action constitutes a “no” response.

Final Disposition Temporary

Item Status Withdrawn

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No

Disposition Instruction

Cutoff Instruction Cutoff files at the end of the calendar year

Retention Period Destroy no sooner than 3 months and no later than 1 year after cutoff.

Additional Information

GAO Approval Not Required

Public Correspondence – Response Required

Disposition Authority Number DAA-0582-2016-0004-0003

Communications from the public that require a response, but no formal action. Includes original communication and copy of response for routine inquiries for information such as photographs, publications, comments, complaints or commendations for which a standard form or other general response is generated. These records lack substantive historical or evidential value and require no policy decisions or administrative actions. Any correspondence for which additional actions are taken should be incorporated into appropriate case files or related records series.

Final Disposition Temporary

Item Status Withdrawn

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No

Disposition Instruction

Cutoff Instruction Cutoff files at the end of the calendar year.

Retention Period Destroy 3 year(s) after cutoff

Additional Information

1.3

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GAO Approval

Not Required

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Agency Certification

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal in this schedule are not now needed for the business of the agency or will not be needed after the retention periods specified.

Signatory Information

Date	Action	By	Title	Organization
09/02/2016	Certify	Cecelia Espenoza	Records Officer - Sr Assoc General Counsel	Executive Office for Immigration Review - Office of the General Counsel
09/09/2016	Return Without Action	Ashby Crowder	Archives Specialist	National Archives and Records Administration - ACRA

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