

REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

LEAVE BLANK

JOB NO

NI-60-89-9

DATE RECEIVED

7/31/89

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

NOTIFICATION TO AGENCY

1 FROM (Agency or establishment)

Department of Justice

2 MAJOR SUBDIVISION

Executive Office for Immigration Review

3 MINOR SUBDIVISION Office of the Chief Administrative
Hearing Officer (OCAHO)

In accordance with the provisions of 44 USC 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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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.

4 NAME OF PERSON WITH WHOM TO CONFER

Ronald J. Vincoli
Acting Chief, OCAHO

R. Vincoli

5 TELEPHONE EXT

756-3864

DATE

7/17/98

ARCHIVIST OF THE UNITED STATES

[Signature]

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, 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

07-29-89

C SIGNATURE OF AGENCY REPRESENTATIVE

Bernard W. Berglund
Bernard W. Berglund

D TITLE

Assistant Chief, Records Management
Section, Justice Management Division

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SUPERSEDED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)

OCAHO Case Files

The OCAHO is responsible for the adjudication of cases arising under Section 101 (employers sanctions) and Section 102 (unfair immigration related employment practices) of the Immigration Reform & Control Act. Judicial proceedings are initiated by complaints filed with OCAHO and assigned to Administrative Law Judges (ALJs). The Chief Administrative Hearing Officer may take final agency action with respect to cases decided by ALJs under Section 101 and will certify ALJs who hear Section 102 cases. Disposition of a case is made final upon agency action unless an appeal is filed to the appropriate Circuit Court within 45 days (101 cases) or 60 days (102 cases) of the final agency decision. If appealed to the Circuit Court, an appeal can be filed to the Supreme Court within 90 days of the final Circuit Court decision.

- Case files consist of the complaint, notice of hearing and prehearing conference, lists of witnesses and exhibits, motions, decision order by the ALJ, final order and other documentation. Estimated annual volume: six cubic feet.

DISPOSITION: Transfer to the WNRC in six month blocks, six months after final disposition of the case. Destroy five years after final disposition of the case.

1/23/98