

**REQUEST FOR RECORDS DISPOSAL AUTHORITY**  
(See Instructions on reverse)

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JOB NO

*NCI-60-84-3*

DATE RECEIVED

*3-27-84*

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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10

*5-21-84*  
Date

*[Signature]*  
Archivist of the United States

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

1 FROM (AGENCY OR ESTABLISHMENT)

Department of Justice

2 MAJOR SUBDIVISION

Executive Office for Immigration Review

3 MINOR SUBDIVISION

Board of Immigration Appeals

4 NAME OF PERSON WITH WHOM TO CONFER

Susan Peine

*[Signature]*

5 TEL EXT

756-6183

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 2 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 <i>3/22/84</i>	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i> Quinlan J. Shea, Jr.	E. TITLE Acting Director, Library Staff, Office of Information Technology/JMD
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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>The Board has the jurisdiction to hear and determine appeals from formal orders of immigration judges involving deportation of aliens in the United States, discretionary relief from deportation, and the exclusion of aliens applying for admission to the United States. The Board also reviews appeals from orders of INS District Directors concerning petitions to classify the status of alien relatives for the issuance of immigrant visas, administrative fines imposed upon carriers because of violation of the immigration laws, bond and detention determinations, and other cases.</p> <p>The Board decisions represent the official action rendered by the Board in individual alien cases. These copies contain alien name, file number, decisions of the Board and immigration judge. They are the only collection of these decisions in existence. The Board of Immigration Appeals is the highest administrative tribunal charged with interpreting and applying the provisions of the immigration laws of the United States. The Board has served this</p>		<i>1 item</i>

**MASS DATA CHANGE SHEET NOT REQUIRED**

*NCW, NNF & Agency sent 5-29-84 by DMW.*

## Request for Records Disposition Authority - Continuation

JOB NO

PAGE OF  
2 2

7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
	<p>function since August 1940, and has at all times been entirely separate and apart from the Immigration and Naturalization Service. The Board historically has entered between 2,000 and 4,000 written decisions a year. A copy of each order is maintained at the Board. Access to these decisions is needed by the Board on a routine basis for review of the case history in conjunction with requests for stays of <del>of</del> deportation and less frequently in conjunction with motions to reopen where the alien's individual file maintained by the Immigration and Naturalization Service cannot be located or is incomplete. Such stay requests and motions can arise many years after the Board's original adjudication of an appeal; however, the frequency of need diminishes as the years pass. Additionally, the Board and its staff use this collection of decisions for research purposes. Although a copy of each Board order is maintained in the individual file of an alien involved in proceedings, it would be impossible within any reasonable budgetary and manpower constraints to reassemble a collection of Board decisions for any given period.</p> <p><u>DISPOSITION.</u> Retire to the Federal Archives and Records Center in five year blocks when 10 years old. Destroy 50 years from the last year of the five year block. ESTIMATED ANNUAL VOLUME: Five cubic feet. INITIAL VOLUME OF RECORDS (1960 - 1972) 40 cubic feet.</p>		