

REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

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

JOB NO.

N1-85-88-1

DATE RECEIVED

10-20-87

1. FROM (Agency or establishment)

Department of Justice

2. MAJOR SUBDIVISION

Immigration & Naturalization Service

3. MINOR SUBDIVISION

Records Systems Division

4. NAME OF PERSON WITH WHOM TO CONFER

Tedd Spears

5. TELEPHONE EXT.

633-2442

DATE

1/14/88

ARCHIVIST OF THE UNITED STATES

C. Christian, Jr.

6. CERTIFICATE OF AGENCY REPRESENTATIVE

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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.

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; 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	C. SIGNATURE OF AGENCY REPRESENTATIVE	D. TITLE
10/1/87	C. Christian, Jr.	Director, Records Management Branch

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 GRS OR SUPERSEDED JOB CITATION	10.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>Title: Petition for Alien Relative, Form I-130</p> <p>Description: This form is required for a United States Citizen or lawful permanent resident seeking immigrant visa classification on behalf of a qualifying relative. Approval of the petition by the Service signifies that the Service recognizes that the necessary relationship exists.</p> <p>Retention/Disposition: If a petition is used to support an immigrant visa or adjustment of status, the petition becomes a permanent part of the alien's file (A-file) and has a life cycle equalling that of the A-file (for disposition of A-files see schedule number NCI-85-80-5-1). If a petition is denied, an A-file is created and the petition becomes a permanent part of the A-file and has a life cycle equalling that of the A-file. If a petition is not used it is to be disposed of three years after a visa number becomes available (the visa number may not become available for twenty years or longer).</p>		
2.	<p>Title: Form I-130A (No other title)</p> <p>Description: This form is a 3" X 5" index card which is detached from the I-130 petition upon approval of the petition and is filed into a manual filing system or inputted into an electronic system.</p>		

Request for Records Disposition Authority - Continuation

JOB NO

N1-85-88-1

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
3.	<p>Retention/Disposition: Destroy hardcopy twenty years from the date the petition was approved. Delete data from database twenty years from the date the petition was approved.</p> <p>Title: Petition to Classify Alien on Basis of Profession or Occupation, Form I-140</p> <p>Description: This form is required of a United States employer seeking immigrant visa classification on behalf of a prospective employee.</p> <p>Retention/Disposition: If a petition is used to support an immigrant visa or adjustment of status, the petition becomes a permanent part of the alien's file (A-file) and has a life cycle equalling that of the A-file (for disposition of A-files see schedule number NCI-85-80-5-1). If a petition is denied, an A-file is created and the petition becomes a permanent part of the A-file and has a life cycle equalling that of the A-file. If a petition is not used it is to be disposed of three years after a visa number becomes available (the visa number may not become available for twenty years or longer).</p>		
4.	<p>Title: Form I-140A (No other title)</p> <p>Description: This form is a 3" X 5" index card which is detached from the I-140 petition upon approval of the petition and is filed in a manual filing system or inputted into an electronic system.</p> <p>Retention/Disposition: Destroy hardcopy twenty years from the date the petition was approved. Delete data from data base twenty years from the date the petition was approved.</p> <p>Concurrence: <u><i>Richard Miller</i></u> Acting Assistant Commissioner, Adjudications</p> <p>Date: <u>Oct. 5, 1987</u></p>		