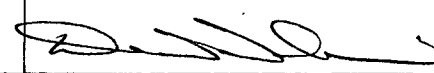



Bub
12-12-89

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. N1-8590-3	DATE RECEIVED 12/13/89
1. FROM (Agency or establishment) Department of Justice		NOTIFICATION TO AGENCY	
2. MAJOR SUBDIVISION Immigration and 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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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			
4. NAME OF PERSON WITH WHOM TO CONFER James M. Leahy	5. TELEPHONE EXT. 786-5957	DATE 4/24/90	ARCHIVIST OF THE UNITED STATES 
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; 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 12/7/89	C. SIGNATURE OF AGENCY REPRESENTATIVE 	D. TITLE 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 GRS OR SUPERSEDED JOB CITATION	10.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)
	<p>Systematic Alien Verification for Entitlements Program</p> <p>The Immigration Reform and Control Act of 1986 (IRCA) requires verification of immigration status of aliens applying for benefits under certain federally funded programs (Public Law 99-603, part C, section 121). The Systematic Alien Verification for Entitlements (SAVE) Program is the INS-operated system of verification for these and other agencies.</p> <p>The SAVE Program consists of primary and secondary verification:</p> <ul style="list-style-type: none">- Primary Verification: The assigned A-Number is used to access the automated Alien Status Verification Index (ASVI) which responds with selected data for comparison with the alien's documentation.- Secondary Verification: This manual procedure, conducted by INS, checks other INS records systems and returns a response within ten working days of receipt.		

REQUEST FOR RECORDS DISPOSITION AUTHORITY - CONTINUATION

JOB NO.

PAGE

2 OF 2

7.
ITEM
NO.8. DESCRIPTION OF ITEM
(With Inclusive Dates or Retention Periods)9. GRS OR
SUPERSEDED
JOB
CITATION10. ACTION
TAKEN
(NARS USE
ONLY)

1

Secondary Verification Manual Log

The secondary verification manual log controls and tracks secondary verification requests. The manual logs contain the subject's name, A-Number, date received and completed, follow-up date, and date returned for documents on each request. The paper logs are maintained by month and program.

RETENTION/DISPOSITION: Destroy five years after the month displayed on the paper log.

2

Form G-845S, "Document Verification Request"

Form G-845S is used by SAVE agencies outside of INS to request alien status verification and by INS to respond to the request. The original G-845 is returned after status verification to the requestor. Copies of special G-845S cases, i.e., "PRUCOLS", referrals to Investigations, "Continue to process" situations and anticipated benefit denial are temporarily maintained.

RETENTION/DISPOSITION: Destroy five years after the date status verification was completed.

3

Form G-845, "Document Verification Request"

Form G-845 is used by non-SAVE agencies outside of INS to request alien status verification and by INS to respond to the request. The original G-845 is returned after status verification to the requestor. Copies of special G-845 cases, i.e., "PRUCOLS", referrals to Investigation, "Continue to process" situations and anticipated benefit denial are temporarily maintained.

RETENTION/DISPOSITION: Destroy five years after the date status verification was completed.

Concurrence:



Assistant Commissioner
Employer and Labor Relations

12-4-89
Date