

# REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

LEAVE BLANK

JOB NO

NI-8591-1

DATE RECEIVED

3-8-91

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

1 FROM (Agency or establishment)

Department of Justice

2 MAJOR SUBDIVISION

Immigration and Naturalization Service

3 MINOR SUBDIVISION

Office of Congressional Affairs

4 NAME OF PERSON WITH WHOM TO CONFER

James M. Leahy

5 TELEPHONE EXT

514-4911

DATE

3/20/91

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

2/25/91

C SIGNATURE OF AGENCY REPRESENTATIVE

*Cecil G. Christian, Jr.*  
Cecil G. Christian, Jr.

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SUPERSEDED  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)

1.

## CONGRESSIONAL CORRESPONDENCE

Records consisting of correspondence between the Immigration and Naturalization Service and Members of Congress concerning matters relating to the administration and/or enforcement of the Immigration and Nationality Act, laws and regulations, and constituent inquiries. Material is filed by numeric code by Member, and an index is maintained which cross-references by subject. Subject matter is largely constituent requests for assistance or information.

## RETENTION/DISPOSITION

Cut off at end of the calendar year; Transfer to Federal Records Center after one year. Destroy when five years old.

Concurrence: *Bonnie Demurski*  
Director, Congressional

Date: *2/21/91*

NC1-85-  
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