

**REQUEST FOR AUTHORITY
TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

LEAVE BLANK	
DATE RECEIVED NOV 17 1976	JOB NO.
NC 1-85-77-1	
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.	
11-29-76 Date	<i>James B. Rhoads</i> Archivist of the United States

**TO: GENERAL SERVICES ADMINISTRATION,
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, D.C. 20408**

1. FROM (AGENCY OR ESTABLISHMENT)

Department of Justice

2. MAJOR SUBDIVISION

Immigration & Naturalization Service

3. MINOR SUBDIVISION

Information Services

4. NAME OF PERSON WITH WHOM TO CONFER

Eugene A. Kupferer

5. TEL. EXT.

8484

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 _____ page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

**Chief, Records Administration
and Information Branch**

5 NOV. 1976 (Date) *James L. Ouellette* (Signature of Agency Representative)

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p><u>Work and Assignment Sheet (G-259)</u></p> <p>These records are used by supervisors as an aid in scheduling work. They may be required for a post-audit of Time and Attendance Reports by the General Accounting Office.</p> <p>^{three} Destroy four years after the fiscal year in which created.</p> <p><i>Change in retention period authorized by Eugene A. Kupferer, RAIB, per telecom with Henry Wolfinger at Nov. 19/76. JBR</i></p> <p><i>Copy to Agency 12-6-76 (W)</i></p>		

1 item