REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS

(See Instructions on Reverse)

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DATE RECEIVED 2 NOV 1977	JOB NO NC1-85-78-3

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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10

11-17-77 James E. O'Neill
Date Acting 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 and Naturalization Service

3. MINOR SUBDIVISION
Information Services

4. NAME OF PERSON WITH WHOM TO CONFER
Eugene Kupferer

5. TEL. EXT.
376-8484

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

26 Oct. 1977 (Date) James R. Ouellette (Signature of Agency Representative) Chief, Records Administration and Information Branch (Title)

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1	I-94 Nonimmigrant Arrival Document This is the duplicate copy of a 3"x5" form completed for each nonimmigrant entering the U.S. It contains the name, date of admission, class of admission, date admitted to, and other required data for the control of nonimmigrant visitors. Since 1972, selected data has been keyed into an automated system which serves as an on-line index to these documents. Destroy after receipt of the relating I-94 departure document, or after microfilming upon receipt of a subsequent arrival document.		
2	I-94 Nonimmigrant Departure Document This is the original of the form completed upon entry of a nonimmigrant, annotated to indicate the port and date of departure.		
a.	Destroy hardcopy after creation of an adequate microfilm copy.		
b.	Destroy microfilm when 100 years old.		
			7 items

Sent to agency, NNF, NNR - 11/18/77

STANDARD FORM 115
Revised November 1970
Prescribed by General Services Administration
FPMR (41 CFR) 101-11.4
115-105

7. ITEM NO.	8. DESCRIPTION OF ITEM
3	Automated Nonimmigrant Document Control System This system consists of data from I-94 arrival and departure documents and serves as an on-line index to the hardcopy I-94 arrival documents and microfilm copy I-94 departure and subsequent arrival documents. Each record in the system is considered resolved when relating departure or subsequent arrival data is keyed into the system. Periodically, as the master file approaches saturation level, these resolved records are merged to a master file of resolved records and cleared from the automated system (maximum retention of twelve months).
4	Nonimmigrant Resolved File These machine readable records are used to generate consolidated microfiche indexes of the microfilmed I-94 departure documents which have been cleared from the Automated Nonimmigrant Document Control System. In special cases where the microfiche index proves inadequate this file is searched based on other criteria. The file is maintained in segments of manageable size representing approximately four years. Dispose of each segment when 12 years old.
5	Microfiche Index to Resolved Records This is the index to nonimmigrant departures which have been cleared from the Automatic Nonimmigrant Control System. As resolved records are cleared from the system updated indexes are created. To maintain a manageable size these indexes are limited to segments of approximately four years.

7. ITEM NO.	8. DESCRIPTION OF ITEM
5.	Microfiche Index to Resolved Records cont.
a.	Destroy each index when superceded.
b.	Destroy final update of each segment when 100 years old.

NOTES:
(1) Microfilming is done in accordance with 41 CFR 101-11.507
(2) The requested authority will supercede that previously given in II-NNA-203, House Report No. 2471, 82nd Congress, 2nd Session, dated July 3, 1952; and 352-S68, House Report No. 891, 82nd Congress, 1st Session, dated August 17, 1951. Microfilm copies of Forms I-424 and FS-257 used as nonimmigrant documents at the time of those authorities will be retained until 100 years old.