

INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: NC1-085-78-04

All items in this schedule are inactive. Items are either obsolete or have been superseded by newer NARA approved records schedules.

Description:

This schedule provides for disposition of temporary records. All records covered by the schedule have been destroyed, and the schedule is now obsolete.

Date Reported: 2/24/2021

INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS

(See Instructions on Reverse)

LEAVE BLANK	
DATE RECEIVED 2 NOV 1977 NC 1 8 5	JOB NO 78 4
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.	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 <i>James E. O'Neill</i> Date <i>acting</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 and Naturalization Service
3. MINOR SUBDIVISION
Information Services
4. NAME OF PERSON WITH WHOM TO CONFER
Eugene A. 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 _____ 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

26 Oct. 1977
(Date)

James E. O'Neill
(Signature of Agency Representative)

(Title)

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1.	<u>SERVICE LOOKOUT BOOK</u> The Service Lookout Book is a computer generated document which provides Immigrant Inspectors with a list of violators, alleged violators, and suspected violators of the criminal or civil provisions of statutes enforced by the INS and other government agencies. The automated system is updated and a new Service Lookout Book is generated on three week cycles. (a.) The magnetic tape is disposed of after the fourth update cycle. (6.) Service Lookout Books are disposed of upon receipt of a new Service Lookout Book.		

2 times

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