

INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: NC1-085-78-06

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 Items are either obsolete or have been superseded by newer NARA approved records schedules.

Description:

This schedule is superseded entirely by N1-085-91-001.

Date Reported: 1/17/2020

INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS

(See Instructions on Reverse)

LEAVE BLANK	
DATE RECEIVED 2 NOV 1977 NC1 85	JOB NO 78 6
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
11-11-77 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)

Dept. 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.

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 2 pages are not now needed for the business of this agency or will not be needed after the retention periods specified.

26 Oct 1977 *James L. Ouellette*
(Date) (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.	<p><u>CENTRAL OFFICE CONGRESSIONAL CORRESPONDENCE</u></p> <p>These records consists of correspondence between the Immigration and Naturalization Services and members of Congress. Material is filed alphabetically by Congressman, and an index is maintained which cross-references by subject.</p> <p>Correspondence and the relating index is microfilmed when three years old in accordance with the standards set forth in 41 CFR 11.507.</p> <p>a. Microfilm is destroyed when 25 years old.</p> <p>b. Hard copy is destroyed after creation of an adequate microfilm copy.*</p>		

2 items

* Revisions to retention standards authorized by Eugene A. Kupferer, RAIB, INS.

sent to agency and NARS 11/15/77

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