

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

22 Jul 81/14

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

Arnold N. Kuperstein

5. TEL. EXT.

633-2441

LEAVE BLANK

JOB NO

NC1-85-81-3

DATE RECEIVED

July 23, 1981

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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10

8-21-81
Date

[Signature]
Archivist of the United States

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 period specified.

☐ **A** Request for immediate disposal.

☒ **B** Request for disposal after a specified period of time or request for permanent retention.

C. DATE

7/16/81

D. SIGNATURE OF AGENCY REPRESENTATIVE

[Signature: Cecil G. Christian, Jr.]

E. TITLE

Chief, Records Administration
and Information Branch

7.
ITEM NO

8. DESCRIPTION OF ITEM
(With Inclusive Dates or Retention Periods)

9.
SAMPLE OR
JOB NO.

10.
ACTION TAKEN

RECORD COURT HEARING CASSETTES

Cassettes are used as transcripts of deportation and exclusion hearing cases heard before Immigration judges.

Destroy cassette eight (8) years* from date of first recording. If cassette is required for legal proceedings after eight years, cassette must be rerecorded by the end of the cassette's eighth year. Dispose rerecorded cassette eight years after rerecording. If cassette is still required for a longer period continue rerecording cassette every eight years.

* Life span of cassette ten (10) years per Lanier Dictation Corporation.

*Closed Out 8-25-81: K.T.D.
Copy to NMF, NNV & Agency*

1 item