

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**

*(See Instructions on reverse)*

LEAVE BLANK

JOB NO.

NC1-379-85-2

TO: **GENERAL SERVICES ADMINISTRATION  
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408**

DATE RECEIVED

1. FROM (Agency or establishment)

Department of Justice

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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.

2. MAJOR SUBDIVISION

Community Relations Service

3. MINOR SUBDIVISION

Cuban and Haitian Entrant Program

4. NAME OF PERSON WITH WHOM TO CONFER

Vivial W. Giadden

4/4/86

5. TELEPHONE EXT.

492-5995

DATE

8-5-86

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 4 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached.

A. GAO concurrence:  is attached; or  is unnecessary.

B. DATE 4-8-86	C. SIGNATURE OF AGENCY REPRESENTATIVE <i>Robert M. Yahn</i> for Robert M. Yahn	D. TITLE Chief, Records Management Section/ Justice Management Division
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7. ITEM NO.	8. DESCRIPTION OF ITEM <i>(With Inclusive Dates or Retention Periods)</i>	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN <i>(NARS USE ONLY)</i>
	<p>Cuban and Haitian Entrant Program (CHEP) Records</p> <p>The Cuban and Haitian Entrant Program (CHEP) was authorized by Title V, Section 501(c), Public Law 96-422 (The Refugee Assistance Act of 1980); 94 Stat, 1809. The program was developed to provide resettlement services to Cuban and Haitian entrants released into the community by the Immigration and Naturalization Service. The scope of services for which funds are available to grantees is defined in requests for proposals (RFP's) dated March 9, 1981 and January 5, 1983, published in the Federal Register of those dates.</p> <p>The CHEP originally began at the Department of State in 1980. In 1981, program responsibility was transferred to the Department of Health and Human Services, Office of Refugee Resettlement. The Community Relations Service received responsibility for CHEP in March 1983. Public or private, nonprofit organizations, or institutions may submit proposals, and, per RFP dated January 3, 1983, individuals may apply for individual grants to resettle certain Cubans and Haitians currently detained in various Federal detention centers who have been determined to be releasable into the community. Applications are reviewed and evaluated</p>		<p>11 items</p>

**REQUEST FOR RECORDS DISPOSITION AUTHORITY – CONTINUATION**

JOB NO.  
NC1-379-85-2

PAGE  
2 OF 4

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1.	<p>by a panel of experts that make recommendations to the Director, Community Relations Service, who will make the final determination regarding funding.</p> <p>The grant and program sections within CRS maintain policy and procedural files for their respective areas. Therefore, items 2 and 7 below are not duplicative.</p> <p><u>GRANT CASE FILES.</u></p> <p>Consist of files for requests/applications, including applications, proposals, grant agreements, special terms and conditions, memoranda, reports, correspondence, program staff evaluations, and other significant documents concerning specific requests/applications and the decision to accept or reject the request. Arrangement: Numerical by grant number. Current volume: 30 cubic feet. Rate of accumulation: less than 1 cubic foot, or 3 or 4 grants, per year.</p> <p>a. <u>Accepted/approved requests/applications.</u> <u>DISPOSITION:</u> PERMANENT. Transfer to the WNRC 6 years after termination of grant services. Offer to the National Archives in 5-year blocks 15 years after termination of grant services.</p> <p>b. <u>Unsuccessful (either denied or withdrawn) applications.</u> <u>DISPOSITION:</u> Destroy 3 years after rejection or withdrawal of grant, as per GRS 3, Item 14a.</p>		
2.	<p><u>GRANT POLICY/PROCEDURAL FILES.</u></p> <p>These files contain correspondence, memoranda, and related documents concerning grant policy matter. Volume: 2 cu. ft. Estimated annual accumulation: 1 file folder.</p> <p><u>DISPOSITION:</u> PERMANENT. Retain until program expires, then offer to National Archives.</p>		

**REQUEST FOR RECORDS DISPOSITION AUTHORITY – CONTINUATION**

JOB NO.  
NCL-379-85-2

PAGE  
3 OF 4

7. ITEM NO.	8. DESCRIPTION OF ITEM <i>(With Inclusive Dates or Retention Periods)</i>	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN <i>(NARS USE ONLY)</i>
3.	<p><u>ENTRANT CASE FILES.</u></p> <p><u>DISPOSITION:</u> Retire to WNRC each year 3 years after close of case, or when CHEP expires, whichever is sooner; destroy when 50 years old.</p>		
4.	<p><u>UNACCOMPANIED MINORS.</u> (Other than those described in item 1a).</p> <p><u>DISPOSITION:</u> Retire to WNRC each year 3 years after close of case, or when CHEP expires, whichever is sooner; destroy when 50 years old.</p>		
5.	<p><u>MACRO/POLICY FILES.</u></p> <p>a. Technical records files duplicated elsewhere in CRS.</p> <p><u>DISPOSITION:</u> Destroy when no longer needed for day-to-day reference.</p> <p>b. Policy papers maintained in the office of the Director. Volume: 1 cubic foot.</p> <p><u>DISPOSITION:</u> PERMANENT. Retain until program expires, then offer to National Archives.</p> <p>c. Policy papers (program and procedural) pre-dating the transfer of the CHEP to CRS, and not duplicated in the Office of the Director. Volume: 8 cubic feet.</p> <p><u>DISPOSITION:</u> PERMANENT. Retain until program expires, then offer to National Archives.</p> <p>d. Non-official legal records to which the CHEP has responded programmatically. The originals of these files are maintained in the Criminal and Civil Divisions of the Department of Justice. These files include court decisions and orders relating to the CHEP, and the DOJ reply to court issues. Volume: 5 cubic feet.</p> <p><u>DISPOSITION:</u> PERMANENT. Retain until program expires, then offer to National Archives.</p>		

REQUEST FOR RECORDS DISPOSITION AUTHORITY – CONTINUATION		JOB NO. NCl-379-85-2	PAGE 4 OF 4
7. ITEM NO.	8. DESCRIPTION OF ITEM <i>(With Inclusive Dates or Retention Periods)</i>	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN <i>(NARS USE ONLY)</i>
6.	<p><u>PROGRAM CASE FILES.</u></p> <p>Including copies of applications, proposals, grant agreements, quarterly reviews, correspondence, reports, and other significant documents related to the grant. Arrangement: Numerical by grant file number.</p> <p><u>DISPOSITION:</u> Combine with official grant files at expiration of the grant and follow grant case file disposition instructions.</p>		
7.	<p><u>PROGRAM PROCEDURAL FILES.</u></p> <p>Containing policy documents and correspondence related to procedural issues of the CHEP program. Volume: 20 cubic feet.</p> <p><u>DISPOSITION:</u> PERMANENT. Retain until program expires, then offer to National Archives.</p>		