NATIONAL ARCHIVES AND RECORDS ADMINISTRATION Request for Records Disposition Authority

Records Schedule: DAA-0566-2016-0010

### **Request for Records Disposition Authority**

Records Schedule Number	DAA-0566-2016-0010
Schedule Status	Modified Approved Version
Agency or Establishment	Citizenship and Immigration Services
Record Group / Scheduling Group	Records of U.S. Citizenship and Immigration Services
Records Schedule applies to	Agency-wide
Schedule Subject	Legacy Immigration and Naturalization Service (INS) APPLICATION FOR CARD OF IDENTIFICATION (DSP-52)
Internal agency concurrences will be provided	No
Background Information	NOTE: This schedule applies only to Legacy INS forms created and used prior to the formation of U.S. Citizenship and Immigration Service on March 1, 2003. It should not be construed as applying to items generated subsequent to the creation of USCIS and/or already placed in Immigration Files.
	APPLICATION FOR CARD OF IDENTIFICATION
	The Application for Card of Identification was used by native or naturalized citizens of the United States in crossing the border between the United States and Mexico. The application was identified as: • Budget Bureau No. 47-R-039 and later as
	• Budget Bureau No. 47-R-039.2 / FORM DSP 52.
	The "Application for Card of Identification" resulted in the possible creation of a "Card of Identification for Use on the Mexican Border" also referred to as the FS-225-B. The FS-225-B was issued between 1943 and the end of 1961 for the purpose of crossing the border from Mexico.
	This schedule only applies to the "Application for Card of Identification" regardless of form number and does NOT apply to the actual "Card of Identification".
	Exception: Records that are linked to national security, law enforcement, fraud, administrative investigations or actions, congressional inquiries or similar matters may be extended beyond the applicable retention period in five-year increments.
Electronic Records Archives	Page 1 of 7 PDF Created on: 03/07/2022

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION Request for Records.Disposition Authority

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#### Item Count

Number of Total Disposition	Number of Permanent		Number of Withdrawn
Items	Disposition Items		Disposition Items
1	1	0	0

GAO Approval

Electronic Records Archives

Page 2 of 7

PDF Created on: 03/07/2022

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION Request for Records Disposition Authority

Records Schedule: DAA-0566-2016-0010

#### Outline of Records Schedule Items for DAA-0566-2016-0010

Sequence Number

1

DSP-52 and Similar Forms Disposition Authority Number: DAA-0566-2016-0010-0001

Page 3 of 7

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION Request for Records Disposition Authority

Records Schedule: DAA-0566-2016-0010

#### **Records Schedule Items**

Sequence Number				
1	DSP-52 and Similar Forms			
	Disposition Authority Number	DAA	-0566-2016-0010-0001	
	Final Disposition	Permanent		
	Item Status	Inac	tive	
	Is this item media neutral?	No		
	Explanation of limitation		se are legacy records and er format.	d were only created in
	Do any of the records covered by this item currently exist in electronic format(s) other than e- mail and word processing?	No		
	Inactive Status Explanation	This item is inactive because it provides for one-time permanent disposition, and II records covered by the item have been transferred.		
	Disposition Instruction			
	Transfer to the National Archives for Accessioning	Transfer to the National Archives immediately after approval of retention schedule		
	Additional Information			, ,
	First year of records accumulation .1943			
	End year of records accumulation 1962			
	What will be the date span of the initial transfer of records to the National Archives?	From 1943 To 1962		
ι,	How frequently will your agency transfer these records to the National Archives?	Unknown One-Time		
			Estimated Current Volume	Annual Accumulation
	Electronic/Digital			
	Paper		150 Cubic feet	
	Microform			

Electronic Records Archives

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Hardcopy or Analog Special Media		
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PDF Created on: 03/07/2022

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#### **Agency Certification**

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal in this schedule are not now needed for the business of the agency or will not be needed after the retention periods specified.

#### Signatory Information

Date	Action	Ву	Title	Organization
03/17/2016	Return to Submitte r	Joseph Martinez	Records Officer	US Citizenship and Immigration Services - Policy and Implementation Branch
04/07/2016	Certify	Joseph Martinez	Records Officer	US Citizenship and Immigration Services - Policy and Implementation Branch
03/10/2017	Return for Revisio n	Rachel BanTonkin	Supervisor, ACNR A ppraisal Team 1	National Archives and Records Administration - Records Management Services
03/10/2017	Submit For Certific ation	Joseph Martinez	Records Officer	US Citizenship and Immigration Services - Policy and Implementation Branch
03/10/2017	Certify	Joseph Martinez	Records Officer	US Citizenship and Immigration Services - Policy and Implementation Branch
04/12/2017	Submit for Concur rence	Rachel BanTonkin	Supervisor, ACNR A ppraisal Team 1	National Archives and Records Administration - Records Management Services
04/19/2017	Concur	Margaret Hawkins	Director of Records Management Servic es	National Records Management Program - ACNR Records Management Serivces
04/19/2017	Concur	Margaret Hawkins	Director of Records Management Servic es	National Records Management Program - ACNR Records Management Serivces
04/20/2017	Approve	David Ferriero	Archivist of the Unite d States	Office of the Archivist - Office of the Archivist