

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK	
JOB NO NCL-85-83-3	
DATE RECEIVED 4-1-83	
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
4-29-83 Date	<i>Victor M. War</i> Archivist of the United States

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

1 FROM (AGENCY OR ESTABLISHMENT)
Department of Justice

2 MAJOR SUBDIVISION
Immigration and Naturalization Service

3 MINOR SUBDIVISION
Records Division

4 NAME OF PERSON WITH WHOM TO CONFER
Victor Rodriguez

5 TEL EXT
633-2444

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.

A Request for immediate disposal.

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

C DATE 2/10/83	D SIGNATURE OF AGENCY REPRESENTATIVE <i>Cecil G. Christian, Jr.</i> Cecil G. Christian, Jr.	E TITLE Director, Records Branch
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7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
1.	<p>I-94 Non-immigrant Arrival Record (covering non-immigrants)*</p> <p>This is a 4½ X 4½ tear-off section of the I-94 completed for each non-immigrant entering the U.S. It contains an eleven digit pre-printed admission number and seven data fields which include name, date of birth, country of citizenship, country of residence, and address while in the U.S. The back contains additional data fields completed by the immigration official for certain non-immigrant categories including occupation, school, itinerary, and petition number.</p> <p>Destroy hard copy after the information is processed into the NIIS data base.</p>		

* Clarification of description authorized by Victor Rodriguez, RAIB, INS, per telecom of Apr 15/83

Copy forwarded to agency, 5/19/83. ugr

4/15/83

2. I-94 Non-immigrant Departure Record (covering non-immigrants)*

This is a 4½ X 3½ tear-off section of the I-94 completed for each nonimmigrant leaving the U.S. It contains a matching eleven digit pre-printed admission number, name, date of birth, and country of citizenship. The back is used to record changes in status, port of departure, date, carrier, and flight number or ship name.

Destroy hard copy after the information is processed into the NIIS data base.

3. I-538a, I-539a, and I-530 Extensions of Stay

When a nonimmigrant seeks to extend his/her stay in the U.S. beyond the date of authorized stay determined by the inspector, a Form I-539 or I-538 is submitted to the district office. Extensions of Stay Forms, I-539a, I-538a or I-530 reflect whether or not the extension was granted and, if granted, indicate the new date of authorized stay. This information must be collected from the district office and forwarded for processing.

The data fields on these forms to be processed on the NIIS system are name, admission number, date of birth, class of admission, date extended to, and action date.

Destroy the I-539a, I-538a, and I-530 after the information is processed into the NIIS data base.

4. I-506a Change within Nonimmigrant Classes

When a nonimmigrant's request for change to a new non-immigrant class, Form I-506 (or I-530) must be collected from the district office and forwarded for processing. The I-506a reflects whether or not the change of non-immigrant class was granted.

The data fields on this form to be processed on the NIIS system are name, admission number, date of birth, class of admission, date extended to, new class, and action date.

Destroy the I-506a after the information is processed into the NIIS data base.

5. I-213, I-94 (Apprehension I-94)

When an INS investigator apprehends a nonimmigrant who has violated the Immigration and Nationality Act, a Form I-213 is prepared on the individual. This apprehension record contains a two-part I-94 form. The yellow part of the I-94 updates the system to reflect that the non-immigrant was apprehended. The white copy of the I-94 is submitted at the port of entry when the nonimmigrant leaves the U.S. The NIIS data base is updated to reflect both events -- the apprehension and the departure.

The data fields on this form to be processed on the NIIS system are the admission number, date of birth, class of admission, voluntary departure date, and action date.

Destroy the I-94 after the information is processed into the NIIS data base.

6. I-20b Change in Student Status

When a nonimmigrant, classified as a student, changes his/her student status, the school is required to report this change to the INS. A Form I-20b is submitted to INS by the school. This information is collected from the school and forwarded for processing. The NIIS data base is updated to reflect the change in student status.

The data fields on this form to be processed on the NIIS system are the admission number, date of birth, class of admission, date extended to, and action date.

Destroy the I-20b after the information is processed into the NIIS data base.

7. Machine Readable Records

When Arrival and Departure non-immigrant records are resolved, the records are transferred to historical files where they remain on-line for 90 days. After the 90-day period, these records are then transferred onto machine readable magnetic tape and removed from the on-line NIIS historical file. These machine readable tapes will be retained and destroyed when 10 years old.

NOTES:

- (1) The requested authority will not supersede that previously given, for the I-94 Arrival and Departure documents, in Disposal Schedule NCI-85-78-3 approved by the Archivist of the United States November 11, 1977. This request applies only to those documents processed under the new NIIS system.

The requested authority will revise that previously given, for the I-538a, I-539a, and I-530 only, in Disposal Schedule NCI-85-78-7 item no. 1, sub-item 8 approved by the Archivist of the United States February 9, 1978. Other forms under Disposal Schedule NCI-85-78-7 and not processed in the NIIS system will be retained according to this schedule.

The requested authority will revise that previously given in Disposal Schedule NN-173-39 item nos. 1 and 2 only, approved by the Archivist of the United States October 3, 1972. Other forms under Disposal Schedule NN-173-39 and not processed in the NIIS system will be retained according to this schedule.