

REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>		LEAVE BLANK (NARA use only)	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER <i>N1-85-97-1</i>	DATE RECEIVED <i>1-28-97</i>
1. FROM (Agency or establishment) Department of Justice		NOTIFICATION TO AGENCY In accordance with the provisions of 44 U.S.C. 3303a the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
2. MAJOR SUBDIVISION Immigration and Naturalization Service			
3. MINOR SUBDIVISION			
4. NAME OF PERSON WITH WHOM TO CONFER Nancy J. Mann	5. TELEPHONE (202) 616-2573	DATE <i>6-23-97</i>	ARCHIVIST OF THE UNITED STATES <i>John W. Cal</i>
6. 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 on the attached <u>2</u> 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, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, <input checked="" type="checkbox"/> is not required; <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.			
DATE <i>1/13/97</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>Michael L. Carlson</i>	TITLE <i>Asst</i> Assistant Director Records Policy & Analysis Branch	
7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	CREW LISTS Form I-418, Crew List (8 CFR 251.1(a)), and associated forms listed below, are presented by the master or agent to document crewman arrival by water at any port within the United States from any place outside the United States. The purpose of the Crew List is to provide a complete list containing the names of all aliens employed on such vessel, the positions they hold in the crew, when and where they were shipped or engaged, and those to be lawfully paid off or discharged in the port of arrival. Before departure of any vessel from any port in the United States, the owner, agent, consignee, master or commanding officer, shall deliver to an immigration officer at that port a list containing the names of all alien employees who were not employed at the time of the arrival at that port but who will leave the port at the time of the departure of the vessel and the names of those, if any, who have been paid off, discharged, or who have deserted or landed at that port. The records are arranged alphabetically by port and then in chronological order.	II-NNA-1631	

*JUN 26 1997 MMR Copy to Agency, NR
NWD*

ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	<p>Records can also consist of the following:</p> <p>I-408 Application to Pay Off or Discharge Alien Crewman (8CFR 251.3(c))</p> <p>I-409 Report of Deserting Crewman (OI 251.3(a))</p> <p>I-410 Receipt for Crew List (8CFR 251.1(d))</p> <p>I-510 Guarantee of Payment (8CFR 253.1(a))</p> <p>I-193 Application for Waiver of Passport and/or Visa (8CFR 211.1(b)(3))</p> <p>I-259 Notice to Detain, Deport, Remove or Present Aliens (8CFR 232.1))</p> <p>G-157 Manifest by Date of Arrival</p> <p>Retention/Disposition: Retain at the port six months from the date of arrival of the vessel and transfer to the Nebraska Service Center. The Nebraska Service Center will retire within 90 days to the Federal Records Center. Destroy when six years old.</p>		

2) Microfilmed copies of crew lists, 1983-1994

Retention/Disposition Destroy when no longer needed