

Handwritten: 14100 17 Nov 79

REQUEST FOR RECORDS DISPOSITION AUTHORITY  
(See Instructions on reverse)

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  NCL-85-80-3
DATE RECEIVED 12-17-79
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10
12-28-79 <i>James E. O'Neil</i> Date acting 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 periods specified.

A Request for immediate disposal.

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

C DATE 12/10/79	D SIGNATURE OF AGENCY REPRESENTATIVE <i>William J. Polli</i>	E. TITLE Acting 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
	<p><u>Record of Security Forms (Form G-625)</u></p> <p>Record of Security Forms are used to record security forms issuance and for forwarding security forms for lamination.</p> <p>Destroy the original and duplicate copies when five years old. The triplicate copy is retained in the originating office as a temporary record until the security forms are completed and returned for issuance.</p> <p>CONCUR: DATE <u>12/10/79</u> INITIAL <u>see</u> Richard Calvert</p> <p>COMMENT:</p>		

Copy to NAF Agency close out 1/3/80 [signature]