

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK	
JOB NO NCL-85-83-6	
DATE RECEIVED 4-15-83	
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
5-5-83 <i>Date</i>	<i>Robert M. Jones</i> <i>Archivist of the United States</i>

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 Systems Division

4. NAME OF PERSON WITH WHOM TO CONFER

5. TEL EXT

de Victor Rodriguez

633-2441

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 2 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

D SIGNATURE OF AGENCY REPRESENTATIVE

E. TITLE

4/5/83

Cecil G. Christian, Jr.

Director, Records Administration Branch

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
1.	<p>The revised I-94 was approved for public use by OMB in August 1982. The form has non-immigrant Arrival and Departure records which are processed under the new Non-immigrant Information System (NIIS) that became operational in January 1983.</p> <p><u>I-94 Non-immigrant Arrival Record (covering returning residents, new immigrants, & non-controlled aliens)*</u></p> <p>This a 4½ X 4½ tear-off section of the I-94 completed for each non-citizen entering the U.S., including returning residents, new immigrants, and non-controlled aliens. It contains an eleven digit pre-printed admission number and seven data fields which include name, date of birth, 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>* Clarification of description authorized by Victor Rodriguez, RAIB, INS. per telecom of Apr 15/83 <i>HW, 4/15/83</i></p>		
MASS DATA CHANGE SHEET NOT REQUIRED			
			<i>2 items</i>

WAS sent out 5/24/83 by DMW.- NNF + Agency

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JOB NO. NC1-85-83-6 - PAGE 2

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NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408

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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
	<p><u>I-94 Non-immigrant Departure Record (covering returning residents, new immigrants, & non-controlled aliens)*</u></p> <p>This is a 4½ X 3½ tear-off section of the I-94 completed for each non-immigrant 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.</p> <p>This portion of the I-94 is discarded by the INS inspector for non-controlled aliens, returning residents, and new immigrants upon entry into the U.S.</p> <p>Form I-94 Arrival Records collected for returning residents, new immigrants, and non-controlled aliens will be sent to Document Processing facilities and handled separately from I-94s completed for non-immigrants.</p> <p>Destroy these documents after they are inspected by INS officials.</p>		