

National Archives and Records Administration  
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0566-2017-0004

Status: APPROVED  
Date Approved: 10/25/2017

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## General Information

Agency or Establishment	United States Citizenship and Immigration Services
Record/Scheduling Group	0566 - Records of U.S. Citizenship and Immigration Services
Records Schedule Applies To	Agency-wide
Schedule Subject	DISTRICT OFFICE CASE (DO) Files 1944-1955 (approximate)
Additional Schedule Information	<p>The Immigration and Naturalization Service (INS), was assigned responsibilities to include national standardization of the naturalization program, review of asylum, and monitoring the entry and employment of unauthorized aliens into the U.S., necessitating the creation of work processes and documentation designed to assist in the mission.</p> <p>Prior to the institution of the Alien File Series as the repository for all immigration-related documents, the Immigration and Naturalization Service (INS) used various file series to record its activities. These files series tracked the Service's interactions with individuals under the Immigration and Naturalization Act, prior laws, and other regulations. After the centralization of Alien Files (A-Files) Field Offices created District Office (DO) Files to serve as temporary work folders. INS policy directed the consolidation of DO Files with the appropriate A-File when all actions were completed, whenever an A-file existed for the subject.</p> <p>Most of the associated documentation has been retired and either destroyed in accordance with the appropriate schedule, or previously transferred to NARA. However, some administrative and historical files, dating from legacy INS, inadvertently remain in USCIS file holdings.</p> <p>This schedule covers a variety of documents created in 2003 and earlier, by the legacy INS. These documents may include, but are not limited to:</p> <ul style="list-style-type: none"><li>• Temporary work folders (these temporary folders are not modern folders; they contained original documents)</li><li>• 1300 Files</li><li>• District Series Files (DO) and/or "Old DO"</li></ul>

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- Immigration and Naturalization Files
- General Immigration Case Files (retired by INS field offices and covering DO Series dates)
- Subject files
- Immigration and Deportation Investigation Case Files

Some files are identified by a four-digit numerical code where the first two digits indicate the District Office and the second two digits indicate the sub-office (e.g., 1305, 1390, 3801).

NOTE:

DO Files with a related Certificate File (C-File) or A-File will be consolidated into the corresponding C-File or A-File.

DO Files Pertaining to Enforcement with Action Taken Post-1955 and DO Files Pertaining to Citizenship/Nationality will have a C-File or A-File created (as appropriate).

C-Files and A-Files are retained in accordance with NN-168-099 and N1-566-08-11.

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Is There a Classified Version of This Schedule?

No

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Is consultation and coordination with Tribal Governments required?

Predate requirement

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## Item Count

Total number of disposition items: 1

Number of Temporary disposition items: 1

Number of Permanent disposition items: 0

Number of Items with Disposition Not Approved: 0

Number of Inactive disposition items: 0

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Outline of Records Schedule Items for DAA-0566-2017-0004

<b>Item #</b>	<b>Title</b>	<b>Disposition</b>
0001	DO Files Without a related Alien Number or Certificate File Number	Temporary

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Records Schedule Items

<b>DAA-0566-2017-0004-0001</b>		<b>STATUS: Active</b>
<b>ITEM GENERAL INFORMATION</b>		
Item Title	DO Files Without a related Alien Number or Certificate File Number	
Item Description	Files that cover only enforcement actions (e.g., arrest, deportation) taken prior to 1955 and with no additional material past this date.	
Is this item media neutral?	No	
Media limitation	Paper/analog only	
Is this item a Big Bucket?		
<b>SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS</b>		
Does this item supersede existing disposition authorities?	No	
Is this item a deviation from the GRS?	No	
<b>DISPOSITION INSTRUCTION</b>		
Final Disposition	Temporary	
Retention Period	Other: Destroy immediately.	
<b>ADDITIONAL INFORMATION</b>		
Are any of the records covered by this item national security classified?		
GAO Approval Required	No	

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Signatory Information

Action	User	Date
Approve	David Ferriero	10/25/2017