

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0566-2019-0013

Status: INACTIVE
Date Approved: 08/01/2019

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	Legacy Flexoline Index to Alien Registration Records, 1940 to 1955
Additional Schedule Information	<p>The Alien Registration Division of the Immigration and Naturalization Service (INS) created the Flexoline Index in 1940 to index Alien Registration records created under the Alien Registration Act of 1940. The name Flexoline, or Flex, was taken from the indexing technology employed to make the index and was referred to by that name throughout agency records. The Flex Index was microfilmed in 1955 and contains approximately 12 million names. However, the Index contains fewer than 12 million individuals, as a given individual might appear in the index under more than one name.</p> <p>The information entered in the Flex Index varied over time and follows one of three formats depending in part on when the entry was created:</p> <ul style="list-style-type: none">• Flex index entries created between 1940 and 1944 came primarily from Alien Registration Forms AR-2, AR-102, or the consular form. These entries follow a format identified by INS in automated form as “Format A.”• When the Alien Registration Division disbanded near the end of World War II, responsibility for the Flexoline transferred to the INS Records program. Thereafter Flexoline Index entries were created from A-Files (or trigger documents) related to new arrivals, adjustments, or other applications by registered aliens. These entries follow formats identified by INS in automated form as “Format B” and “Format C.” The latter format entries date to December 31, 1954, (a few as late as December 1955 may be errors) and A-numbers as high as 8.6 million. Format B and C entries may also include lower, pre-April 1, 1944, A-numbers when that case reopened after 1944.

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The Flexoline is not considered a complete index to A-files before or after 1950. Entries prior to April 1, 1944, index registration forms only and do not indicate whether or not a physical A-file ever opened under that number. Entries after April 1, 1944, unless indexing seamen registrations, should reflect a physical A-File, but whether every A-file was indexed in the Flex after 1944 is unknown.

The Flexoline microfilm is arranged by Soundex of Last Name (a phonetic coding system intended to suppress spelling variations), First Name, date of birth, country of birth.

The Flexoline Index has been digitized and placed within the agency's MiDAS System, although there are gaps in digital image. Flexoline Index images and data will be transferred to NARA along with the rest of the MiDAS system. MiDAS is currently scheduled under N1-566-06-02.

Is There a Classified Version of This Schedule?

No

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: 0

Number of Permanent disposition items: 1

Number of Items with Disposition Not Approved: 0

Number of Inactive disposition items: 1

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Outline of Records Schedule Items for DAA-0566-2019-0013

Item #	Title	Disposition
0001	Flexoline Index Microform	Permanent

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Records Schedule Items

DAA-0566-2019-0013-0001	STATUS: INACTIVE - NOT FOR USE
ITEM GENERAL INFORMATION	
Item Title	Flexoline Index Microform
Item Description	The fields available for each format may include the following. For Format A: A-Number, Last Name, First Name, Middle Initial, Date of Birth, Country of Birth Code, Place of Registration Codes (State, County, City), Gender, Soundex, and A-Number. For Format B: Last Name, First Name, Middle Name or Initial, Date of Birth, Country of Birth, Date of Entry, Port of Entry, Visa number, and Soundex. For Format C: A-Number, Last Name, First Name, Middle Name or Initial, Date of Birth, Country of Birth Code, Date of Entry, Port of Entry Code and, Soundex.

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Is this item media neutral?	No
Media limitation	Paper/analog only
Is this item a Big Bucket?	
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS	
Does this item supersede existing disposition authorities?	No
Is this item a deviation from the GRS?	No
DISPOSITION INSTRUCTION	
DO NOT USE. This item is inactive because NARA accessioned the records. The Transfer Request number is TR-0537-2015-0002	
Final Disposition	Permanent
Are there multiple instructions for this item?	No
Transfer Instruction	Transfer to the National Archives immediately after approval of schedule
ADDITIONAL INFORMATION	
Current Records Format	Base Migration: Base Migration
Date span of the initial transfer	From: --/--/1940 To: --/--/1955
Are any of the records covered by this item subject to a FOIA exemption?	

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Signatory Information

Action	User	Date
Approve	David Ferriero	08/01/2019