

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK

JOB NO

NI-85-90-6

DATE RECEIVED

8-8-90

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

Office of Information Systems

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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.

act

4 NAME OF PERSON WITH WHOM TO CONFER

James M. Leahy

5 TELEPHONE EXT

514-4911

DATE

12/27/90

ARCHIVIST OF THE UNITED STATES

Claudia Pfeiffer

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, and that written concurrence from the General Accounting Office, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached

A GAO concurrence is attached, or is unnecessary

B DATE

8/1/90

C SIGNATURE OF AGENCY REPRESENTATIVE

Cecil G. Christian, Jr.
CECIL G. CHRISTIAN, JR.

D TITLE

Director, Records Management Branch

7
ITEM
NO

8 DESCRIPTION OF ITEM
(With Inclusive Dates or Retention Periods)

9 GRS OR
SUPERSEDED
JOB
CITATION

10 ACTION
TAKEN
(NARS USE
ONLY)

Change Management Request Files

1. DESCRIPTION: Files created in response to requests from INS offices for pre-acquisition approval to obtain Automated Information Systems (AIS) items or services. Files contain the original request, copy of reply, relevant correspondence and all related supporting documentation.

NUMBERING SYSTEM: Files are assigned a six-digit number comprised of the following: the first digit represents the last digit of the fiscal year (0 for FY 1990); the next three digits are the Julian date; and the last two digits represent the chronological order in which the request was received during the day. For example, the fourth Change Management Request received on June 1, 1990 would have the Change Management File number 015204.

RETENTION/DISPOSITION: Cut off one year after the end of the Fiscal Year in which the requesting office was notified of the disposition of the request; transfer to FRC; destroy five years after the cutoff.

REQUEST FOR RECORDS DISPOSITION AUTHORITY – CONTINUATION		JOB NO.	PAGE 2 OF 2
7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARS USE ONLY)
2.	<p><u>Automated Information System (AIS) Tactical Plan Files</u></p> <p>DESCRIPTION: Project files compiled for the annual preparation and issuance of the AIS Tactical Plan which is required by the Department of Justice. Each file contains a copy of the individual project plan as it appears in INS's AIS Tactical Plan and related background material.</p> <p>NUMBERING SYSTEM: Files are organized in groups by fiscal year and then alphabetically by an acronym derived from the project's name. For example, the file marked "FY90 CIS" represents the <u>Central Index System</u> project in the FY90 Tactical Plan. The definitions of the acronyms appear in each update of the AIS Tactical Plan.</p> <p>RETENTION/DISPOSITION: Cut off at the end of the Fiscal Year in which the planning document is published; transfer to FRC; destroy five years after the cutoff.</p>		
3.	<p><u>Automated Information System (AIS) Planning Documents</u></p> <p>DESCRIPTION: INS prepares and issues several planning documents concerning Automated Information Systems (AIS) which are required by DOJ. Specifically, INS prepares the AIS Tactical Plan and Management Assessment each year and the AIS Strategic Plan at least every five years. Each file contains the original copy of the planning document issued.</p> <p>NUMBERING SYSTEM: Documents are arranged in groups by Fiscal Year and then alphabetically by title of the document.</p> <p>RETENTION/DISPOSITION: Destroy 20 years after the end of the Fiscal Year in which the planning document was published.</p>		