

REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse)		LEAVE BLANK (NARA use only)	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER NI-85-93-2	DATE RECEIVED 7-21-93
1 FROM (Agency or establishment) United States Department of Justice		NOTIFICATION TO AGENCY	
2. MAJOR SUBDIVISION Immigration & Naturalization Service		In accordance with the provisions of 44 U.S.C. 3303a the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
3. MINOR SUBDIVISION Records Management Branch			
4 NAME OF PERSON WITH WHOM TO CONFER Diana L. Harris	5. TELEPHONE 514-4913	DATE 9-26-94	ARCHIVIST OF THE UNITED STATES <i>Candy Huskamp Petersen</i>

6. AGENCY CERTIFICATION
I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached ___ 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, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies,

is not required; is attached; or has been requested.

DATE 7/12/93	SIGNATURE OF AGENCY REPRESENTATIVE <i>Cecil G. Christian, Jr.</i> Cecil G. Christian, Jr.	TITLE Director, Records Management Branch
-----------------	---	--

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	<p>Form I-95 AB - D1/D2 Crewman's Landing Permit</p> <p>Description:</p> <p>This two-part carbonized form is used by the Immigration and Naturalization Service (INS) to control the movement/stay of foreign nationals working in any capacity on board a foreign vessel or aircraft arriving in the United States. The Crewman completes the form with the following information:</p> <ol style="list-style-type: none"> Name Home address and name Name and address of a relative or friend that resides in the United States there Crewman's address in the United States (if applicable) Country and date of birth Crewman's physical description Passport Number Name of vessel/aircraft 		
<p><i>Copies sent to Agency, NNW, NNT @ 9/29/94</i></p>			

REQUEST FOR RECORDS DISPOSITION AUTHORITY — CONTINUATION

JOB NUMBER

PAGE

OF

7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	<p>Upon arrival into the United States the form is turned over to an INS inspector at the port-of-entry. The inspector compares the information on the I-95 with the information in the passport. Upon confirmation the inspector stamps the I-95 with the symbol D1 or D2 and the arrival date. The carbon copy is forwarded to Headquarters and the original copy is retained by the crewman until departure, at which time it is returned to the ship's master.</p> <p>In the event the crewman returns to the United States on the same vessel, the ship's master will reissue the I-95. If the crewman leaves that particular ship the ship's master will forward the original copy to Headquarters.</p> <p>If the inspector refuses entry, the D1/D2 is forwarded to Headquarters and keyed into the Central Index System (CIS).</p> <p>Retention/Disposition:</p> <p>a. If approved: Retain the I-95 D1/D2 ^{Three years} documents at Headquarters for 180 days from date of receipt, then destroy.</p> <p>b. If refused: Forward the I-95 D1/D2 ^{three years} documents to Headquarters. Destroy ^{after} information has been keyed into the Central Index System (CIS) and verified.</p> <p>Restriction: Privacy Act 552a (b) (3)</p>		