

**REQUEST R AUTHORITY  
TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

LEAVE BLANK	
DATE RECEIVED <b>NOV 5 1975</b>	JOB NO. <b>NC- 85-76-1</b>
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 "with-drawn" in column 10.	
<i>11-12-75 James B. Rhoads</i> Date Archivist of the United States	

**TO: GENERAL SERVICES ADMINISTRATION,  
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, D.C. 20408**

1. FROM (AGENCY OR ESTABLISHMENT)  
**Immigration and Naturalization Service**
2. MAJOR SUBDIVISION  
**Records Administration and Information Branch**
3. MINOR SUBDIVISION
4. NAME OF PERSON WITH WHOM TO CONFER  
**William J. Polli, Ass't Chief**
5. TEL. EXT.  
**376-8484**
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.

**10-9-75**

(Date)

*James L. Ouellette*

(Signature of Agency Representative)

**Chief, RAIB**

(Title)

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p><b>Records of the Immigration and Naturalization Service</b></p> <p>These records consist of the following:</p> <ul style="list-style-type: none"> <li>G-361 Index card</li> <li>I-157 Notice of Deportation</li> <li>I-94 Arrival - Departure Record</li> <li>I-196 Application for U. S. Citizen ID card</li> <li>I-190 Application for Non-Resident Alien Mexican Border Crossing Card</li> <li>I-175 Application for Non-Resident Alien Canadian Border Crossing Card</li> <li>I-180 Voidance of Form I-186 or Denial of Form I-190</li> <li>I-174 Application for Crewman's Landing Permit</li> <li>I-531 Record of Failure to Depart</li> <li>I-536 Record of Crewman Deserting in Canada</li> <li>I-103 Record of Apprehension and Disposition of Alien</li> <li>FS-257 Application for Non-Immigrant Visa and Alien Registration</li> <li>R-25 Receipt for Fee for Registry</li> <li>661 Application for Registry Index Cards Certificate of Naturalization Cards</li> <li>Immigrant I.D. Cards</li> <li>Index Card (Photostats)</li> <li>Field Index Cards                             <ul style="list-style-type: none"> <li>(a) Washington District Office Subversive</li> <li>(b) Washington District Office Racketeers</li> <li>(c) <del>MMO</del></li> <li>(d) Caribbean</li> <li>(e) Hong Kong Seamans Union</li> <li>(f) Chinese Hand Laundry Alliance</li> <li>(g) Criminal Immoral Narcotic (CIN)</li> </ul> </li> </ul>		

Copy to Agency 11-17-75 (A)

1 Item

These records relate to naturalized citizens and aliens dating back to 1906 and include those recently received.

**PURPOSE:** Convert the documents in the manual Master Index to microfilm to implement a fully automated Master Index.

#### STATEMENT OF MICROFILM PROCEDURE

##### 1. Non-Permanent Records

- a. The non-permanent records, listed on page 1, maintained by the Central Office, Immigration and Naturalization Service, will be converted to microfilm in accordance with 41 Code of Federal Regulations (CFR) 101-11.507 (c) (1). They consist of cards specified on page 1.
- b. Under the provisions of 41 CFR 101-11.507 (b), request authority to destroy the hard copy (paper) after microfilming.
- c. Microfilm will be destroyed when 100 years old.