

Request for Records Disposition Authority

Records Schedule Number DAA-0059-2014-0004
Schedule Status Approved

Agency or Establishment Department of State
Record Group / Scheduling Group General Records of the Department of State
Records Schedule applies to Major Subdivision
Major Subdivision Bureau of Consular Affairs
Minor Subdivision Passport Services (PPT)
Schedule Subject Controlled Passport Case Files
Internal agency concurrences will No
be provided

Background Information

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
1	1	0	0

GAO Approval

Outline of Records Schedule Items for DAA-0059-2014-0004

Sequence Number	
1	Controlled Passport Case Files Disposition Authority Number: DAA-0059-2014-0004-0001

Records Schedule Items

Sequence Number	
1	<p>Controlled Passport Case Files</p> <p>Disposition Authority Number DAA-0059-2014-0004-0001</p> <p>Consists of passport applications, applications for amendment or extension of passports, related correspondence, memorandums, refusal sheets, lookout cards, affidavits, and other material. This schedule applies only to the passports records stored at WNRC in the transfer W059-88-0158.</p> <p>Final Disposition Permanent</p> <p>Item Status Active</p> <p>Is this item media neutral? No</p> <p>Explanation of limitation Applies only to paper records</p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?</p> <p>Disposition Instruction</p> <p>Transfer to the National Archives for Accessioning Transfer to the National Archives immediately after the schedule is approved</p> <p>Additional Information</p> <p>What will be the date span of the initial transfer of records to the National Archives? Unknown To be determined</p> <p>How frequently will your agency transfer these records to the National Archives? Unknown One time transfer</p>
	Estimated Current Volume
Electronic/Digital	
Paper	231 Cubic feet
Microform	

Hardcopy or Analog Special Media		
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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 in this schedule are not now needed for the business of the agency or will not be needed after the retention periods specified.

Signatory Information

Date	Action	By	Title	Organization
10/17/2013	Certify	Tasha Thian	Agency Records Officer	A/GIS - A/GIS/IPS/RA
03/11/2015	Submit for Conurrence	Scott Jobson	Appraiser	National Archives and Records Administration - Records Management Services
03/11/2015	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - Records Management Services
03/12/2015	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
03/17/2015	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist