

REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>		LEAVE BLANK	
TO GENERAL SERVICES ADMINISTRATION NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408		JOB NO NI-A4-86-8	DATE RECEIVED 11/22/85
1 FROM (Agency or establishment) Department of the Army		NOTIFICATION TO AGENCY	
2 MAJOR SUBDIVISION Army Records Management Operations Office		In accordance with the provisions of 44 USC 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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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.	
3 MINOR SUBDIVISION Standards Division		4 NAME OF PERSON WITH WHOM TO CONFER Gerre Turney	5 TELEPHONE EXT 325-0313
6 CERTIFICATE OF AGENCY REPRESENTATIVE		DATE 2-18-86	ARCHIVIST OF THE UNITED STATES <i>Frank A. Burke</i>

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 1 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 19 Nov 85	C SIGNATURE OF AGENCY REPRESENTATIVE W. R. BOARDMAN, CRM <i>WR Boardman, CRM</i>	D TITLE Acting Chief, Standards Division
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7 ITEM NO	8 DESCRIPTION OF ITEM <i>(With Inclusive Dates or Retention Periods)</i>	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN <i>(NARS USE ONLY)</i>
	<p><u>Passport Files(FN 1205-16)</u>. Documents relating to passports and visas for military and civilian personnel, including dependents of military and civilian personnel. These records are requests for passports, transmittal letters, receipts for passports, and control cards.</p> <p><u>DISPOSITION:</u></p> <p>a. US Army Service Center for the Armed Forces: Destroy after 3 months except, the DD Forms 1056 (Authorization to Apply for a "No-Fee" Passport and/or Request for Visa) will be destroyed after 1 year.</p> <p>b. Other offices: Destroy after 1 year.</p> <p><u>BACKGROUND:</u> Various offices throughout Army need these records for a longer period of time than 3 months. Frequently after the initial passport is issued, an individual is scheduled for temporary duty necessitating the need for applications for additional visas. Having this information on individuals on file will expedite the preparation of consulate forms and will meet present Army requirement.</p> <p><i>copy to Army 2/21/86 #86-9</i></p>		2 ITEMS

APPRAISAL REPORT ON RECORDS DISPOSITION REQUEST

JOB NUMBER

N1-AU-86-8

SECTION I - ACTION TAKEN

- 1 **APPROVED FOR DISPOSAL** The records described under all items of the schedule except those that may be listed in blocks 2, 3, and 4 of this section, are disposable because they do not have sufficient value for purposes of historical or other research, functional documentation, or the protection of individual rights to warrant permanent retention by the Federal Government.
- 2 **APPROVED FOR PERMANENT RETENTION** The records described under the following item or items have been appraised by the National Archives and Records Service (NARS) and are designated for permanent retention by the Federal Government. The agency will offer these records to NARS as specified in the schedule.
- 3 **DISPOSITION NOT APPROVED** The records described under the following item or items are not approved for disposition. See Section III of this form for explanation.
- 4 **WITHDRAWN** The records described under the following item or items have been withdrawn at the request of the agency.

SECTION II - RECOMMENDATION/CONCURRENCES

	TITLE	SIGNATURE	DATE
APPRAISAL	APPRAISER	<i>Morgan (for M. Morgan)</i>	2/19/86
	DIRECTOR, RECORDS DISPOSITION DIVISION	<i>Kenneth F. Rossman</i>	2/19/86
CONCURRENCES			

SECTION III - APPRAISER'S COMMENTS

Under NN-164-7 these records are scheduled for destruction three months after cutoff. Army now requests authority to retain DD Form 1056 for one year after cutoff within the U.S. Army Service Center for the Armed Forces, and retain all passport files for the same length of time within other offices. These changes in disposition standards are needed for administrative purposes and should be approved.

Concurrence by NNM is not necessary as these records are already authorized for destruction.