

Request for Records Disposition Authority

Records Schedule Number **DAA-0059-2013-0006**
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 **Insular Passport Case Files (Puerto Rico), 1911-1925**
Internal agency concurrences will be provided **No**

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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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-0059-2013-0006

Sequence Number

1

Insular Passport Case Files (Puerto Rico), 1911-1925 Disposition Authority Number: DAA-0059-2013-0006-0001

Records Schedule Items

Sequence Number

1

Insular Passport Case Files (Puerto Rico), 1911-1925

Disposition Authority Number **DAA-0059-2013-0006-0001**

Consist of passport applications with photograph attached; applications for amendment or extension of passports; and related correspondence. This schedule applies only to the passports records stored at WNRC in the transfer listed below: **W059-78-0061 (Boxes 1-13)**

Final Disposition **Permanent**

Item Status **Active**

Is this item media neutral? **No**

Explanation of limitation **Applies only to paper records**

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? **No**

Disposition Instruction

Transfer to the National Archives for Accessioning **Transfer to the National Archives immediately after schedule is approved**

Additional Information

First year of records accumulation **1911**

End year of records accumulation **1925**

What will be the date span of the initial transfer of records to the National Archives? **From 1911 To 1925**

How frequently will your agency transfer these records to the National Archives? **Unknown
One time transfer**

	Estimated Current Volume	Annual Accumulation
Electronic/Digital		
Paper	13 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
08/22/2013	Certify	Tasha Thian	Agency Records Officer	A/GIS - A/GIS/IPS/RA
04/24/2014	Submit for Concurrence	Lisa Clavelli	Supervisor, ACNR Appraisal Team 2	National Archives and Records Administration - Records Management Services
04/24/2014	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - Records Management Services
04/24/2014	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
04/25/2014	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist