Request for Records Disposition Authority

Records Schedule Number

DAA-0059-2013-0007

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 Subdivsion

Major Subdivision

Bureau of Consular Affairs

Minor Subdivision

Passport Services (PPT)

Schedule Subject

Passport Correspondence (1906-25)

Internal agency concurrences will

be provided

No

Background Information

Item Count

Number of Total Disposition Items	Number of Permanent	Number of Temporary	Number of Withdrawn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

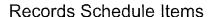
GAO Approval





Outline of Records Schedule Items for DAA-0059-2013-0007

Sequence Number	
1	Passport Correspondence, 1906-25
	Disposition Authority Number: DAA-0059-2013-0007-0001



Sequence Number

1

Passport Correspondence, 1906-25

Disposition Authority Number

DAA-0059-2013-0007-0001

The records consist of correspondence (incoming and outgoing), interdepartmental and intradepartmental memorandums, notes, chits, telegrams, copies of instructions, copies of despatches, applications, reports, and other documentation relating to issues handled by the organization responsible for the files. Also includes documentation on repatriation, and loss of citizenship as well as documentation of citizenship including birth records and birth affidavits. This schedule applies only to the passports records stored at WNRC in the transfers W059-53B0027 (Boxes 1 through 217 inclusive), W059-53C0027 (Boxes 221 through 468 inclusive), and W059-53D0027 (Boxes 469 through 504 inclusive).

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 email 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 1906

End year of records accumulation 1925

1925

What will be the date span of the

How frequently will your agency

initial transfer of records to the

From 1906 To 1925

National Archives?

National Archives?

Unknown

transfer these records to the

National Archives?

One time transfer

National Archives?

·	Estimated Current Volume	Annual Accumulation
Electronic/Digital		



Paper	501 Cubic feet	
Microform		
Hardcopy or Analog Special		
Media		
		-



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	Ву	Title	Organization
08/22/2013	Certify	Tasha Thian	Agency Records Off icer	A/GIS - A/GIS/IPS/RA
01/15/2015	Submit for Concur rence	Scott Jobson	Appraiser	National Archives and Records Administration - Records Management Services
01/20/2015	Concur	Margaret Hawkins	Director of Records Management Servic es	National Records Management Program - Records Management Services
01/20/2015	Concur	Laurence Brewer	Director, National R ecords Management Program	National Archives and Records Administration - National Records Management Program
01/21/2015	Approve	David Ferriero	Archivist of the Unite d States	Office of the Archivist - Office of the Archivist