

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 Subdivision**
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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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-0059-2013-0007

Sequence Number

1

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

Records Schedule Items

Sequence Number								
1	<p>Passport Correspondence, 1906-25</p> <p>Disposition Authority Number DAA-0059-2013-0007-0001</p> <p>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).</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? No</p> <p>Disposition Instruction</p> <p>Transfer to the National Archives for Accessioning Transfer to the National Archives immediately after schedule is approved</p> <p>Additional Information</p> <p>First year of records accumulation 1906</p> <p>End year of records accumulation 1925</p> <p>What will be the date span of the initial transfer of records to the National Archives? From 1906 To 1925</p> <p>How frequently will your agency transfer these records to the National Archives? Unknown One time transfer</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%;"></th> <th style="width: 25%;">Estimated Current Volume</th> <th style="width: 25%;">Annual Accumulation</th> </tr> </thead> <tbody> <tr> <td>Electronic/Digital</td> <td></td> <td></td> </tr> </tbody> </table>			Estimated Current Volume	Annual Accumulation	Electronic/Digital		
	Estimated Current Volume	Annual Accumulation						
Electronic/Digital								

Paper	501 Cubic feet	
Microform		
Hardcopy or Analog Special Media		

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
01/15/2015	Submit for Concurrence	Scott Jobson	Appraiser	National Archives and Records Administration - Records Management Services
01/20/2015	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - Records Management Services
01/20/2015	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
01/21/2015	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist