

Request for Records Disposition Authority

Records Schedule Number DAA-0059-2014-0003
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 Master Index (1906-1959)
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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
2	2	0	0

GAO Approval

Outline of Records Schedule Items for DAA-0059-2014-0003

Sequence Number	
1	Passport Master Index (1906-1959)
1.1	Selected Index Cards Disposition Authority Number: DAA-0059-2014-0003-0001
1.2	Silver Halide Microfilm Disposition Authority Number: DAA-0059-2014-0003-0002

Records Schedule Items

Sequence Number	
1	<p>Passport Master Index (1906-1959) Master index to passport issuance's 1906 through 1959. Contains index cards with information on passport issuance, registration, consular reports of birth, and other information. Arranged alphabetically.</p>
1.1	<p>Selected Index Cards</p> <p>Disposition Authority Number DAA-0059-2014-0003-0001</p> <p>This item only applies to those index cards necessary to fill the alphabetic gaps in the microfilm version of the index (see item 0002 of this schedule) created by the 117 missing rolls of microfilm identified during the appraisal. The remaining cards will continue to be scheduled by their current disposition authority N1-059-96-005, item 3/B.</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>GRS or Superseded Authority Citation N1-059-96-005 / 3/B (in part)</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>First year of records accumulation 1906</p> <p>End year of records accumulation 1959</p> <p>What will be the date span of the initial transfer of records to the National Archives? From 1906 To 1959</p> <p>How frequently will your agency transfer these records to the National Archives? Unknown One time transfer.</p>

1.2

Silver Halide Microfilm

Disposition Authority Number DAA-0059-2014-0003-0002

This item only applies to the silver halide microfilm version of the index that covers the date range 1906 to 1959. The remaining microfilm will continue to be scheduled by its current disposition authority N1-059-96-005, item 3/C/1.

Final Disposition Permanent

Item Status Active

Is this item media neutral? No

Explanation of limitation Applies only to microfilmed records.

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

GRS or Superseded Authority Citation N1-059-96-005 / 3/C/1 (in part)

Disposition Instruction

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

Additional Information

First year of records accumulation 1906

End year of records accumulation 1959

What will be the date span of the initial transfer of records to the National Archives? From 1906 To 1959

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

	Estimated Current Volume	Annual Accumulation
Electronic/Digital		
Paper		
Microform	Linear feet of microfiche 2150 Microfilm rolls	

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
10/17/2013	Certify	Tasha Thian	Agency Records Officer	A/GIS - A/GIS/IPS/RA
08/05/2015	Submit for Concurrence	Scott Jobson	Appraiser	National Archives and Records Administration - Records Management Services
08/10/2015	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
08/11/2015	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
08/12/2015	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist