

Request for Records Disposition Authority

Records Schedule Number DAA-0059-2014-0004
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 Controlled Passport Case Files
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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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-0059-2014-0004

Sequence Number

1

Controlled Passport Case Files

Disposition Authority Number: DAA-0059-2014-0004-0001

Records Schedule Items

Sequence Number

1

Controlled Passport Case Files

Disposition Authority Number DAA-0059-2014-0004-0001

Consists of passport applications, applications for amendment or extension of passports, related correspondence, memorandums, refusal sheets, lookout cards, affidavits, and other material. This schedule applies only to the passports records stored at WNRC in the transfer W059-88-0158.

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 the schedule is approved

Additional Information

What will be the date span of the initial transfer of records to the National Archives? Unknown
To be determined

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

	Estimated Current Volume	Annual Accumulation
Electronic/Digital		
Paper	231 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
10/17/2013	Certify	Tasha Thian	Agency Records Officer	A/GIS - A/GIS/IPS/RA
03/11/2015	Submit for Concurrence	Scott Jobson	Appraiser	National Archives and Records Administration - Records Management Services
03/11/2015	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - Records Management Services
03/12/2015	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
03/17/2015	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist