

Request for Records Disposition Authority

Records Schedule Number **DAA-0059-2016-0003**
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 Office Decimal File (1910-1963)**
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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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-0059-2016-0003

Sequence Number	
1	Passport Office Decimal File (1910-1963) Disposition Authority Number: DAA-0059-2016-0003-0001

Records Schedule Items

Sequence Number														
1	<p>Passport Office Decimal File (1910-1963)</p> <p>Disposition Authority Number DAA-0059-2016-0003-0001</p> <p>These records consist of despatches, incoming and outgoing telegrams and airgrams, memorandums, reports, correspondence with other government agencies, Congress, and the public, reports of births of Americans abroad, certificates of marriage and other material relating to passport and citizenship matters</p> <p>Final Disposition Permanent</p> <p>Item Status Active</p> <p>Is this item media neutral? No</p> <p>Explanation of limitation Paper records only</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 immediately to the National Archives.</p> <p>Additional Information</p> <p>First year of records accumulation 1910</p> <p>End year of records accumulation 1963</p> <p>What will be the date span of the initial transfer of records to the National Archives? From 1925 To 1937</p> <p>How frequently will your agency transfer these records to the National Archives? Unknown As needed.</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> <tr> <td>Paper</td> <td>6 Cubic feet</td> <td></td> </tr> <tr> <td>Microform</td> <td></td> <td></td> </tr> </tbody> </table>			Estimated Current Volume	Annual Accumulation	Electronic/Digital			Paper	6 Cubic feet		Microform		
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Electronic/Digital														
Paper	6 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
03/16/2016	Certify	William Fischer	Agency Records Officer	Administration - A/GIS/IPS/RA
04/14/2016	Submit for Concurrence	Scott Jobson	Appraiser	National Archives and Records Administration - Records Management Services
04/14/2016	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
04/14/2016	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
04/17/2016	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist