

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> (See Instructions on reverse)		HAVE BLANK (NARA use only)	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER <i>NI-59-05-11</i>	
1. FROM (Agency or establishment) Department of State		DATE RECEIVED <i>2/18/05</i>	
2. MAJOR SUBDIVISION Bureau of Consular Affairs (CA)		NOTIFICATION TO AGENCY	
3. MINOR SUBDIVISION Passport Services (PPT)		In accordance with the provisions of 44 U.S.C. 3303a the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
4. NAME OF PERSON WITH WHOM TO CONFER  Alice S. Ritchie	5. TELEPHONE (202) 261-8511	DATE <i>6/22/05</i>	ARCHIVIST OF THE UNITED STATES <i>Allen Weinstein</i>

**6. 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 on the attached 1 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies,

is not required;  is attached; or  has been requested.

DATE <i>1/31/2005</i>	SIGNATURE OF AGENCY REPRESENTATIVE Margaret G. Peppe <i>Margaret G. Peppe</i>	TITLE Division Chief, A/RPS/IPS/PP
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7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)

*21 7/6/05 copies sent to Agency, NWMD, NWMW, NWST*

**Bureau of Consular Affairs**  
**Passport Services**  
**Special Issuance Agency**  
**(CA/PPT/SIA)**

**Special Issuance Records**

**1. Passport Book Control Records**

Description: Logs recording selected passport book issuance.

Disposition: Temporary. Cut off at end of calendar year. Hold in current file area and retire to Records Service Center when two (2) years old. Destroy/delete when 25 years old.

**2. Requests for Passports**

Description: Copies of documents relating to selected passport requests.

Disposition: Temporary. Cut off at end of calendar year. Hold in current file area and retire to Records Service Center when two (2) years old. Destroy/delete when 25 years old.

**3. Tracking/Issuance System**

Description: Electronic database used for maintenance and control of selected duplicate passport information/documentation.

Disposition: Temporary. Delete when 25 years old.

**4. Policy/Subject Files**

Description: Files contain memoranda, legal opinions, memoranda of agreement, standards of operations, inspection reports, cases of precedent and manuals documenting policies and procedures.

Disposition: **PERMANENT**. Cut off annually. Retire to the Records Service Center (RSC) as space requirements and frequency of use dictate for transfer to a records storage facility. Transfer to the National Archives when 25 years old in five year blocks.

## **5. Electronic Mail and Word Processing Copies.**

Description: Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate recordkeeping copy of the records covered by other items in the schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.

a. Copies that have no further administrative value after the recordkeeping copy are made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives used only to produce the recordkeeping copy.

Disposition: Temporary. Delete within 180 days after the recordkeeping copy has been produced.

b. Copies used for dissemination, revision, or updating that is maintained in addition to the recordkeeping copy.

Disposition: Temporary. Delete when dissemination, revision, or updating is completed.