

# Request for Records Disposition Authority

(See Instructions on reverse)

To: National Archives and Records Administration (NIR)  
Washington, DC 20408

1 From (Agency or establishment) Department of State	
2 Major Subdivision Bureau of Population, Refugees, and Migration	
3 Minor Subdivision Office of Admissions (PRM/A)	
4 Name of Person with whom to confer Margaret E Keapproth	5 Telephone (include area code) (202) 663-2170

## Leave Blank (NARA Use Only)

Job Number *N1-59-08-3*

Date Received *11/26/07*

### Notification to Agency

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10

Date *4/21/08* Archivist of the United States  
*Allen*

### 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 4 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       has been requested

Signature of Agency Representative *Tasha M Thian* Title *Agency Records Officer* Date (mm/dd/yyyy) *02-21-2008*

7 Item Number	8 Description of Item and Proposed Disposition	9 GRS or Superseded Job Citation	10 Action taken (NARA Use Only)
	See continuation pages		

*Re 5/2/08 Copies sent to agencies & NWMMU*

*(3/10/08)*

02/20/08

**Continuation Pages**  
**SF-115 for Population, Refugees, and Migration Records**  
**Office of Refugee Admissions**  
**(PRM/A)**

**Office of Refugee Admissions**

**Item 1. Proposal Process Files**

Description: Working files of Reception and Placement (R&P) Program announcements, R&P proposals from voluntary agencies, copies of R&P cooperative agreements and program guidelines. Record copies of approved proposals and cooperative agreements are maintained by the Comptroller.

Disposition: TEMPORARY. Destroy working files after two years  
(Ref. N1-59-95-23, item 7)

DispAuthNo:

**Item 2. R&P Program Voluntary Agency and Affiliate Monitoring Reports**

Description. Program auditing reports, related correspondence, schedules, copies of caseload reports, interview records, and other documentation accumulated during monitoring of R&P voluntary agency or affiliate.

Disposition: PERMANENT. Cutoff at end of fiscal year. Hold in office area for 3 years and then retire to Records Service Center. Transfer to the National Archives when 25 years old. (Ref. N1-59-95-23, item 8)

DispAuthNo:

**Item 3. Worldwide Refugee Admissions Processing System (WRAPS)**

The Worldwide Refugee Admissions Processing System (WRAPS) operates in the Office of Refugee Missions, Refugee Processing Center (RPC), which is the successor to the Refugee Data Center (RDC) in New York. The RDC was created in 1978, records responsibility for processing refugees worldwide transferred to RPC when RDC closed in 2001. RDC data was migrated to WRAPS. WRAPS is a database of information used to

track refugee applicants through various stages of the program. The stages include application, pre-screening, name checks, Department of Homeland Security (DHS) interview, medical screening, allocation and assurance, travel, U S. arrival, and post-arrival address information. The centralized system allows PRM/A to manage the admissions program. Privacy Act System of Records, STATE-60 applies.

~~a.) Data Inputs, regardless of format~~

~~Description: Regardless of format data is received electronically or directly keyed into the system by Overseas Processing Entities (OPE), under cooperative agreement with PRM. Refugee Processing Center (RPC) users enter data in the United States. Voluntary agencies also provide data files with assurance and post-arrival data. Some data, such as photos and forms are scanned directly into the system~~

~~Disposition: TEMPORARY: Destroy/delete when Master File data is verified.~~

~~(Ref. N1-59-89-40) GRS 20, Item 2~~

DispAuthNo

b.) Master File

Description: Content includes refugee application biographic information such as name, date of birth, biometric identification, education, languages, and tracking or status items (cleared, approved, etc.) Records are stored at both the case level and the individual level. Paper copy maintained by Overseas processing entity (OPE) prior to refugee's travel to the United States; Privacy Act System of Records, STATE-50, Overseas Refugee Case Files, applies.

Disposition: TEMPORARY Retain online for five years after the refugee's arrival in the United States or case was inactivated, and then transfer to offline storage. Retain offline for ten years. Delete when 15 years old. (N1-59-89-40)

DispAuthNo.

~~c.) Back up Files~~

~~Description: Master File databases are backed up to tape daily and weekly. A duplicate set of tapes is stored off-site to ensure data availability in case of a disaster at the Refugee Processing Center~~

~~Disposition: TEMPORARY. Delete incremental back-up tapes when superseded by a full back up or when no longer needed for system restoration, or whichever one is later.~~

DispAuthNo. ~~GRS 21 item 4 a.)~~ GRS 20, Item 8

d) Outputs

Description: Regardless of format the content is comprised of forms that are included in the refugee file and statistical reports. In the cases of applicant name checks, information is exported electronically to the Bureau of Consular Affairs systems.

Disposition: TEMPORARY. Delete/destroy when no longer needed for reference.  
(New item)

DispAuthNo:

e.) System Documentation

Description: Concept of Operations; Technical Architecture; Data Management Plan, Designs, User Manuals, Help Screens; Data Dictionaries, and final reports (regardless of medium) relating to a master file or database that is authorized for destruction by the GRS or a NARA approved disposition Schedule.

Disposition: TEMPORARY Destroy/ delete when superseded or obsolete, or upon authorized deletion of the related Master File or database, or upon the destruction of the output of the system if the output is needed to protect legal rights, whichever is latest.

DispAuthNo: GRS 20 Item 11 a.

**4. Electronic Mail and Word Processing System Copies**

Description: Electronic copies of records that created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by the other items in this 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 is 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 that are used only to produce the recordkeeping copy.

Disposition TEMPORARY. Destroy/delete within 180 days after the recordkeeping copy has been produced.

DispAuthNo: GRS 23, item 10a.

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

Disposition: TEMPORARY Destroy/delete when dissemination, revision, or updating is completed

DispAuthNo: GRS 23, item 10b.