

<b>Request for Records Disposition Authority</b> (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 Consular Affairs	
3. Minor Subdivision Office of Public Affairs & Policy Coordination	
4. Name of Person with whom to confer Robert A. Kogok	5. Telephone (include area code) (202) 663-3903

<b>Leave Blank (NARA Use Only)</b>	
Job Number	N1-059-09-22
Date Received	5/12/09
<b>Notification to Agency</b> 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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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	Archivist of the United States
23 Nov 09	

**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       has been requested

Signature of Agency Representative Tasha M. Thian	Title Department of State	Date (mm/dd/yyyy) 5/11/09
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7. Item Number	8. Description of Item and Proposed Disposition	9. GRS or Superseded Job Citation	10. Action taken (NARA Use Only)
	Please see attached page.		

**Bureau of Consular Affairs**

**Office of Public Affairs and Policy Coordination**

**1. Consular Notification and Access Files**

**Description:** Files contain correspondence related to cases in which foreign nationals were arrested in the United States for serious crimes where the accused were not informed of their right to consular notification and access. Included is official correspondence alleging a violation of the Vienna Convention (or relevant bi-lateral consular agreement) and requesting the Department's assistance in determining why there was a failure in the notification system. Also included are letters from incarcerated foreign nationals seeking contact information for their consular officials or requesting that their correspondence be forwarded to the appropriate foreign consulate in the United States. Files span the period 1998 (year office was created) to present.

**Disposition:** Temporary. Cut off files at end of the calendar year. Destroy when five years old.

**2. Misdirected Notification Documents**

**Description:** Files for misdirected notification documents were created as a result of law enforcement authorities mistakenly faxing the suggested fax sheet for notifying consular officers of arrest, death, and detention of a foreign national to the State Department Bureau of Consular Affairs instead of to the Foreign Embassies and appropriate Consulates in the United States.

*Temporary.*

**Disposition:** Cut off files at the end of the calendar year. Destroy when two years old.