

Request for Records Disposition Authority (See Instructions on reverse)	
To: National Archives and Records Administration (NIR) Washington, DC 20408	
1 From (Agency or establishment) U S Department of State	
2 Major Subdivision Bureau of Consular Affairs	
3 Minor Subdivision Passport Services (PPT)	
4 Name of Person with whom to confer William P Fischer	5 Telephone (include area code) 202-261-8369

Leave Blank (NARA Use Only)	
Job Number <i>NI-059-09-37</i>	
Date Received <i>6/29/09</i>	
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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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 <i>1/3/2011</i>	Archivist of the United States WITHDRAWN

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 2 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 <i>[Signature]</i>	Title Agency Records Officer	Date (mm/dd/yyyy) <i>6/16/09</i>
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7 Item Number	8 Description of Item and Proposed Disposition	9 GRS or Superseded Job Citation	10 Action taken (NARA Use Only)
	See Attached Schedule for Passport Records Imaging Systems Management (PRISM) and Passport Information Electronic Records System (PIERS)		
WITHDRAWN			

Bureau of Consular Affairs
Passport Services (PPT)
Records Disposition Schedule

WITHDRAWN

- 1** **Passport Case Files [Passport Records Imaging Systems Management (PRISM)]**
- Description:** Digital images of passport application case files. Records include the passport application form and all supporting documentation created or received during the review process. Records span the period 1994 to the present.
- Disposition:** TEMPORARY. Cut off at issuance/denial. Destroy 100 years after cut off.
- DispAuthNo:** Pending (new item)
- 2** **Passport Case Files**
- Description:** Paper copies of passport application case files that have been digitally scanned. Records include the passport application form and all supporting documentation created or received during the review process. Records span the period 1999 to the present.
- Disposition:** TEMPORARY. Cut off at issuance/denial. Destroy 15 years after cut off.
- DispAuthNo:** Pending (new item)
- 3** **Vital Records Files [Passport Records Imaging Systems Management (PRISM)]**
- Description:** Digital images of vital records files that are scanned. Records potentially include reports of birth, death, and marriage of U.S. citizens abroad.
- Note: Paper copies of vital records are permanent under NARA Job No. N1-59-04-2, item 15a (A-13-001-15a)
- Disposition:** TEMPORARY. Cut off at end of fiscal year when scanned. Destroy 100 years after cut off.
- DispAuthNo:** Pending (new item)
- 4** **Passport Case Files Index [Passport Information Electronic Records System (PIERS)]**
- Description:** Electronic index to microfilm, paper, and digital images of passport

application case files Records span the period 1979 to the present

Disposition: TEMPORARY Cut off at issuance/denial Destroy 100 years after cut off

DispAuthNo: Pending (new item)

5 Vital Records Files Index [Passport Information Electronic Records System (PIERS)]

Description: Electronic index to vital records files and technical documentation
Records span the period 1925 to the present

Disposition: PERMANENT Transfer to NARA with related vital records files

Note Related records are permanent under NARA Job No N1-59-04-2,
item 15a (A-13-001-15a)

DispAuthNo: Pending (new item)

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