

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 Consular Affairs
3 Minor Subdivision	Passport Services
4 Name of Person with whom to confer Robert Kogok	5 Telephone (include area code) 202-663-3903

Leave Blank (NARA Use Only)	
Job Number	NI-059-09-41
Date Received	7/17/09
<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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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 9/5/09	Archivist of the United States <i>Adrienne Thomas</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 \_\_\_\_\_ 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) 9/26/09
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7 Item Number	8 Description of Item and Proposed Disposition	9 GRS or Superseded Job Citation	10 Action taken (NARA Use Only)
	See attached schedule item covering Classified Passport Application Files		

## **Bureau of Consular Affairs**

### **Passport Services Records Disposition Schedule**

#### **Classified Passport Application Files.**

Arranged alphabetically by name.

The files consist of passport applications, memorandums, reports, notes, chits, telegrams, airmgrams, memorandums of conversation, correspondence, "official-informal" correspondence, returned passport, "refusal" sheets, "lookout" sheets, transcripts of passport hearings, legal documents, affidavits, and other material. These records are segregated from the bulk of the passport applications because of the presence of security classified information.

Recordkeeping medium is paper.

PERMANENT. Cut off when case is closed. Transfer to the National Archives 30 years after the file is closed in 10 year blocks (i.e. all cases closed between 1970 and 1979 transferred in 2010).