

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK

JOB NO

N1-59-89-40

TO **GENERAL SERVICES ADMINISTRATION
 NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408**

DATE RECEIVED

2/12/90

1 FROM *(Agency or establishment)*
Department of State

NOTIFICATION TO AGENCY

2 MAJOR SUBDIVISION
Refugee Programs

In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.

3 MINOR SUBDIVISION
Refugee Data Center - New York

4 NAME OF PERSON WITH WHOM TO CONFER

Pat Magin


5 TELEPHONE EXT

647 - 6021

DATE

3/2/90

ARCHIVIST OF THE UNITED STATES



6 CERTIFICATE OF AGENCY REPRESENTATIVE

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records, that the records proposed for disposal in this Request of 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, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached

A GAO concurrence is attached, or is unnecessary

B DATE
 2/2/90

C SIGNATURE OF AGENCY REPRESENTATIVE



D **Kathleen M Lannon**
 Chief, Records Management Staff

7 ITEM NO

8 DESCRIPTION OF ITEM
(With Inclusive Dates or Retention Periods)

9 GRS OR SUPERSEDED JOB CITATION

10 ACTION TAKEN
(NARS USE ONLY)

See Attachment for description

*Copies sent to agency NAR 7540-00-634-4064
 M.T., M.W., M.R. 3/8/90*

*Copies to NCF
 3/12/90 DAL*

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Refugee Data Center (RDC) Records in New York

The Refugee Data Center was created in 1978 with the responsibility for processing refugees worldwide. Refugee records include biographic and demographic information which also includes information on applicant's voluntary agency sponsorship, and information on their travel arrangements to the United States.

1.

a Biographic Data

Information is arranged by geographic region or country and by case number. Information contains name of refugee, birth date, country of origin, education, other family members, relatives in US, etc. Information is submitted by special forms, short forms, cables, or electronic (tapes) depending upon post of origin. Only a copy of the front page of the bio is retained by RDC. This includes the bikini bios which are abbreviated bios on direct departure cases processed from the Orderly Departure Program in Bangkok.

Retain for 4 years after arrival of refugee in the U S then retire to the Federal Records Center. Destroy when 30 years old.

2.

b Assurance Forms

Information is arranged by geographic region/country and then by case number. Forms. This is a one-page form that is filled out by the voluntary agency (VOLAG) when a sponsor has been located for the refugees containing, name(s) of refugee(s), case number, country of origin, sex, relationships of members of the family, place of birth, DOB, sponsorship, ultimate destination upon arrival in U S, placement codes etc. These forms are part of the travel packet that accompanies the refugee from place of origin to the United States.

Retain 5 years after arrival of refugee in the U S then retire to the Federal Records Center. Destroy when 10 years old.

3.	c	<p>Arrival Documents</p> <p>Final document generated by the Inter-governmental Committee for Migration (ICM) that verifies refugee's arrival to the United States. Information contains name of refugee(s), arrival date, flight, arrival city, case number, location of sponsor, and alien number.</p>	<p>Retain for 5 years after arrival of refugee in the U S and then destroy</p>
	d	<p>RDC Electronic Database</p>	
4.		<p>(1) RPMaster File - Applicant file containing essential information derived from bios, assurance forms, and arrival documents</p>	<p>Destroy when active agency use ceases</p>
5.		<p>(2) Applicant File - Contains specific information under each Master applicant file which is obtained from the documents received by RDC</p>	<p>Destroy when active agency use ceases</p>
6.	e	<p>Interest Card File</p> <p>Cards submitted by relatives in the U S who desire to sponsor family members seeking to leave their country. Cards contain name of refugee, date of birth, place of birth, name of sponsor/agency, relative's relationship to refugee, and location of relative in U S</p>	
(a)		<p>(1) Paper card files</p>	<p>Destroy 1 week after entry of information into the database</p>
(b)		<p>(2) Electronic information</p>	<p>Delete information from database when case has been allocated</p>
7.	f	<p>Extended Parolee Program - 1975-76</p> <p>Computer-generated lists from INS, identifying individuals who came from Indo-China during 1975-76 as humanitarian parolees. Contains name, alien number, Volag, address, year of birth, etc</p>	<p>Retire when 10 years old. Destroy when 20 years old</p>
8.	g	<p>1975 Evacuee List</p> <p>30 volumes containing lists of all those who exited Vietnam up to the departure of the United States involvement. Computer-generated bound volumes identifying, name, date of birth, family ID, city, alien number, profession, sponsor and address</p>	<p>Permanent Retire when 20 years old. Offer to the National Archives when 30 years old</p>