


REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>		LEAVE BLANK	
TO: GENERAL SERVICES ADMINISTRATION NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408		JOB NO. N1-59-91-28	DATE RECEIVED 3-13-91
1. FROM (Agency or establishment) Department of State		NOTIFICATION TO AGENCY	
2. MAJOR SUBDIVISION Consular Affairs		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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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 CA/VO/F/S			
4. NAME OF PERSON WITH WHOM TO CONFER Ronald E. Hampton	5. TELEPHONE EXT. 647 - 3533	DATE 4/3/91	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 3/12/91	C. SIGNATURE OF AGENCY REPRESENTATIVE 	D. TITLE Betty Bates Acting Chief, Records Management
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7. ITEM NO.	8. DESCRIPTION OF ITEM <i>(With Inclusive Dates or Retention Periods)</i>	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN <i>(NARS USE ONLY)</i>
1	<p>VISA CASE FILES ON INDIVIDUAL ALIENS</p> <p>c. Case files on individual aliens refused a visa.</p> <p>(1) Cases of living visa applicants.</p> <p>(a) Cases of applicants refused or presumed ineligible on the basis of Sections 212(a) (1), (2), (3), (4), (5), (9), (10), (12), (13), (19), (22), (23), (27), (28), (29), (31) and (34) of the Immigration and Nationality Act.</p> <p>Retain until alien is 90 years of age or older and there has been no visa activity for the past 10 years, at which time destroy.</p> <p>(b) Cases of applicants refused or presumed ineligible on the basis of Section 212(a) (33) of the Immigration and Nationality Act.</p> <p>Retain until alien is 100 years of age, then destroy.</p> <p>(c) Cases of applicants refused or presumed ineligible under all other Sections of Section 212(a) (Category II) and Section 212(e) of the Immigration and Nationality Act.</p> <p>Destroy 2 years after date of refusal.</p>	<p>(NC1-59-86-2, c1(a) and c1(c))</p> <p>(N1-59-91-17, c1(b))</p> <p>(NC1-59-81-1, c1(d))</p>	

copies sent to agency, NW-W 4/4/91

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- (c) Cases of applicants refused or presumed ineligible under all other Sections of Section 212(a) (Category II) and Section 212(e) of the Immigration and Nationality Act.

Destroy 2 years after date of refusal.

- (d) Cases of applicants refused or presumed ineligible on the basis of Section 212(a)(17) of the Immigration and Nationality Act.

Retain for twenty years, then destroy.

- (e) Cases of applicants refused or presumed ineligible on the basis of Section 221(g) of the Immigration and Nationality Act.

Destroy 1 year after date of refusal.

Key changes involve the retention period for Section 212(a)(17) cases, technical correction to Item (f) - Section 221(g) and addition of Section 212(a)(34) to Item (c). The result harmonizes the Records Management Handbook with the current retention standards for the AVLOS/CLASS System.

We therefore request that the Records Management Handbook for lifetime ineligibilities be amended.

Please confirm formal implementation of this proposed change.

Comments and inquiries may be directed to consular officer Karl Olson of CA/VO/F/S, telephone 202-663-1166.

We appreciate your office's assistance in ensuring consistency in all Department guidance to posts regarding records management.

Drafted by: CA/VO/F/S:KGOlson 663-1166 W7752
Cleared by: CA/VO/F/P:MRBrandt; CA/VO/L/R:PRChavez
CA/EX:TPFulley

REQUEST FOR RECORDS DISPOSITION AUTHORITY – CONTINUATION		JOB NO.	PAGE 2 OF 2
7. ITEM NO.	8. DESCRIPTION OF ITEM <i>(With Inclusive Dates or Retention Periods)</i>	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN <i>(NARS USE ONLY)</i>
	(d) Cases of applicants refused or presumed ineligible on the basis of Section 212(a) (17) of the Immigration and Nationality Act. Retain for 20 years, then destroy.	(N1-59-86-2, item 7)	
	(e) Cases of applicants refused or presumed ineligible on the basis of Section 221(g) of the Immigration and Nationality Act. Destroy 1 year after date of refusal.	(N1-59-81-1(c1(e)))	
	(ALL OF THE ABOVE ARE RESTRICTED SUBJECT TO SECTION 222(f) OF IMMIGRATION AND NATIONALITY ACT.)		