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|--|----------------|---|--------------------------------|
| <b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b><br><i>(See Instructions on reverse)</i> |                | <small>LEAVE BLANK (NARA use only)</small>  |                                |
| TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)<br>WASHINGTON, DC 20408           |                | JOB NUMBER  | N1-59-92-12                    |
| 1. FROM (Agency or establishment)<br><b>DEPARTMENT OF STATE</b>                          |                | DATE RECEIVED   | 6/3/92                         |
| 2. MAJOR SUBDIVISION<br><b>REFUGEE PROGRAMS</b>  |                | NOTIFICATION TO AGENCY  |                                |
| 3. MINOR SUBDIVISION   |                | 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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. |                                |
| 4. NAME OF PERSON WITH WHOM TO CONFER  | 5. TELEPHONE   | DATE  | ARCHIVIST OF THE UNITED STATES |
| Ronald E. Hampton  | (202) 647-3533 | 6/23/92   | <i>Claudia M. [unclear]</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 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; or  has been requested.

|         |                                    |   |
|---------|------------------------------------|---|
| DATE    | SIGNATURE OF AGENCY REPRESENTATIVE | TITLE   |
| 3/18/92 | <i>Ronald E. Hampton</i>           | <i>Acting</i><br>Chief, Records Management Branch |

| 7. ITEM NO. | 8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION  | 9. GRS OR SUPERSEDED JOB CITATION | 10. ACTION TAKEN (NARA USE ONLY) |
|-------------|--|-----------------------------------|----------------------------------|
| 1.          | <p>Official Personnel Folders of Foreign National Employees.</p> <p>Records whose ownership has been transferred from another U.S. government agency to the Department of State for use by the Office of Refugee Admissions and Processing in the administration of the Orderly Departure Program. These records certify federal employment and play a role in the determination of admitting refugees into the United States.</p> <p><b>DISPOSITION:</b> Retire to NPRC-CPR. Destroy records 10 years after transfer to the custody of the Department of State.</p> |                                   |                                  |

*Copies sent to agency, NCF 7/2/92*