

2. SUBJECT FILES arranged by more specific topic under broad topical headings.

Memorandums, reports, alert bulletins, telegrams, airgrams, reports and studies, correspondence, policy and position papers, briefing papers, and other material relating to the overall history and operation of programs designed to combat fraud involving U.S. passports, visas, Federal benefits and other identity documents.

DISPOSITION: PERMANENT. Cut-off in 1 year blocks. Retire to the RSC when 5 years old for transfer to the WNRC. Transfer to the National Archives when 30 years old.

3. COUNTRY FILES arranged alphabetically by name of country.

Telegrams, memorandums, FAXes, and other material relating to the general information, passports, and visas for each country.

DISPOSITION: Cut-off in 1 year blocks. Retire to RSC when 5 years old for transfer to the WNRC. Destroy when 15 years old.

4. MONTHLY FRAUD REPORTS arranged chronologically.

Monthly reports on fraud submitted by passport agencies. In some cases, the reports are accompanied by enclosures and attachments.

DISPOSITION: PERMANENT. Cut-off in 1 year blocks. Retire to the RSC when 5 years old for transfer to the WNRC. Transfer to the National Archives when 30 years old.

5. FRAUD CASE FILES arranged by case name

Case files containing original and copies of documents establishing identity, such as: passport applications; applications for Amendment of Extension of Passport; ; DS-1589, Passport Lookout forms; DSP-71, Affidavit of Identifying Witness; Reports of Birth of American Citizens Abroad; Birth Certificates; Social Security Cards; State Drivers License; Certificates of Witness to Marriage. Files also include correspondence, telegrams, airgrams, memoranda, intelligence reports, and other documentation received or sent by CA/FPP pertaining to the individual cases.

DISPOSITION: Transfer to CA/PPT/PS/R immediately after case is closed.

6. CHRONOLOGICAL FILES arranged by month and year

Duplicate copies of communications, such as telegrams, airgrams, letters, and reports, maintained in chronological order by month and used for reference purposes only. The official record copy of the communication is filed elsewhere by subject or case.

DISPOSITION: Destroy when 1 year old or when no longer needed, whichever is sooner.

7. FRAUD DATABASE

An on-line electronic information system arranged by last name containing data extracted from case files on individuals suspected of document fraud. Data includes last and first name, date and place of birth and other information related to the case, and is used by CA/FPP to track the life-cycle of each case.

DISPOSITION: Delete when active agency use ceases.

8. TRAINING PROGRAM FILES arranged by subject

Documentation pertaining to the creation and operation of the CA/FPP document fraud detection training program. Files include intra and inter-agency correspondence such as memoranda, telegrams, letters, policy and position papers, studies, trip reports, and other material reflecting activities of the training program section. Files exclude routine administrative records covering the production of print and audio-visual materials for courses or the actual materials.

DISPOSITION: Cut-off in 1 year blocks. Destroy when 10 years old.

9. TRAINING PRODUCTION FILES arranged by subject, country, state, and case

Documentation pertaining to the origin, development, acquisition, use and ownership of the CA/FPP training materials. Records include routine administrative records such as memos, letters, standard forms, sample identity papers, course production materials such as course syllabi, schedules, hand-outs, instructor's notes and related material.

DISPOSITION: Cut-off in 1 year blocks. Destroy when 10 years old.

10. TRAINING MATERIALS arranged within files, and as a collection on shelf

Audio-visual materials created internally and procured externally which are used to train Consular officers and other Federal agency personnel in fraud detection techniques. Materials include U.S. and Foreign passports, birth and marriage certificates, drivers licenses, and other identity documents, still photographs & negatives, viewgraphs, slides, tape recordings, video recordings, motion pictures, and associated finding aids for the identification, retrieval, or use of the materials.

DISPOSITION: Screen annually and destroy audio-visual material with related finding aids when no longer needed for reference purposes.