

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> <i>(See Instructions on reverse)</i>		<b>LEAVE BLANK (NARA use only)</b>	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER	N1-59-95-3
1. FROM (Agency or establishment) <b>U.S. Department of State</b>		DATE RECEIVED	4/3/95
2. MAJOR SUBDIVISION <b>Bureau of Consular Affairs</b>		NOTIFICATION TO AGENCY	
3. MINOR SUBDIVISION <b>Office of Technology and Development (CA/PPT/TD)</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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
4. NAME OF PERSON WITH WHOM TO CONFER	5. TELEPHONE	DATE	ARCHIVIST OF THE UNITED STATES
Victoria A. Coffineau	202-647-6022	4-20-95	<i>Arudy Hudson Peterson</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 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, 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
3/23/95	<i>Kenneth F. Rossman</i>	Records Officer U.S. Department of State

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
1.	<p><b><u>OFFICE OF TECHNOLOGY AND DEVELOPMENT DIRECTOR'S FILES (CA/PPT/TD)</u></b> arranged by subject, passport agency, and chronologically</p> <p>Correspondence, telegrams, memoranda, reports, position papers and other documentation received or sent by the Director of the Office of Technology and Development pertaining to the formulation, coordination, development, and implementation of programs relating to U.S. passport issuance systems world-wide, installation and maintenance of computer systems at passport agencies, and administration of the passport office records management program.</p> <p><b>DISPOSITION:</b> Retire to the RSC when 5 years old for transfer to the WNRC. Destroy when 10 years old.</p> <p><i>Copies sent to agency, NCF 4/28/95</i></p>		

2. OFFICE OF PASSPORT SERVICES DIRECTOR'S FILES  
(CA/PPT/PS) arranged by subject, passport agency, and chronologically

Correspondence, telegrams, memoranda, reports, position papers and other documentation received or sent by the Director of the Office of Program Support pertaining to the formulation, coordination, development, and implementation of the records management program of the Passport Office. Dated circa 1953-1989.

DISPOSITION: Retire to the RSC immediately for transfer to the WNRC. Destroy when 10 years old.

3. OFFICE OF DOMESTIC SYSTEMS DIVISION  
DIRECTOR'S FILES (CA/EX/DSD) arranged by subject, passport agency, and chronologically

Correspondence, telegrams, memoranda, reports, position papers and other documentation received or sent by the Director of the Domestic Systems Division pertaining to the formulation, coordination, development, and implementation of the Passport Office automated systems program in domestic field locations. Dated circa 1970-1989.

DISPOSITION: Retire to the RSC immediately for transfer to the WNRC. Destroy when 10 years old.