



2. CASE MANAGEMENT SYSTEM (CMS) DATABASE

An on-line electronic information system arranged by last name containing data extracted from case files requiring review and processing by the office. Data, which includes last and first name, date and place of birth, type of case and other information related to the case, is used by CA/PPT/PAS to track the life-cycle of each case.

DISPOSITION: Delete when active agency use ceases.

3. 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.

4. HISTORICAL COLLECTION PASSPORT BOOKS 1822-1989

Original U.S. passport books issued to individuals between 1822 and 1989. Includes Passport Letters (precursor to the book) and Special, Dependents, Seamen, Official, Diplomatic, regular, and other types of U.S. passports.

Volume on Hand: 24 cubic feet  
Annual Accumulation: 0 cubic feet

DISPOSITION: Permanent. Transfer to the National Archives immediately.