

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**  
(See Instructions on reverse)

TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)  
WASHINGTON, DC 20408

1. FROM (Agency or establishment)  
**U.S. Department of State**

2. MAJOR SUBDIVISION  
**Bureau of Consular Affairs**

3. MINOR SUBDIVISION  
**Office of Passport Policy and Advisory Services (CA/PPT/PAS)**

4. NAME OF PERSON WITH WHOM TO CONFER | 5. TELEPHONE  
Victoria A. Coffineau | 202-647-6022

**LEAVE BLANK (NARA use only)**

JOB NUMBER **N1-59-95-6**

DATE RECEIVED **11/15/94**

**NOTIFICATION TO AGENCY**

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.

DATE **6/22/95** | ARCHIVIST OF THE UNITED STATES **John W. Paul**

**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 11/8/94	SIGNATURE OF AGENCY REPRESENTATIVE <i>John A. Cruise</i>	TITLE Records Officer, Acting U.S. Department of State
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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 GRS OR SUPERSEDED JOB CITATION	10.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>DIRECTOR and DEPUTY DIRECTOR'S FILES</u></b> arranged by subject, country, and chronologically</p> <p>Correspondence, telegrams, airgrams, memoranda, intelligence reports, position papers and other documentation received or sent by the Director or Deputy Director, pertaining to the formulation, coordination, and development of policies and practices relating to passport issuance programs.</p> <p>Volume on Hand: 30 cubic feet Annual Accumulation: 6 cf</p> <p>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.</p>		

*Copies sent to agency, NCF, NNT, NIA 6/29/95*

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.