

BUREAU OF POPULATION, REFUGEES, AND MIGRATION (PRM)**GENERAL****1. Subject/Organization/Country Files**

Correspondence, e-mail, copies of congressionals, faxes, copies of agreements, memoranda, telegrams, reports (including statistical) and other documentation pertaining to population, refugee and migration programs including material pertaining to program planning and policy positions, recommendations in connection with proposed legislation, and information on population, refugee and legislation, and information on population, refugee and migration programs by specific voluntary agencies and international organizations in specific countries.

- a. Policy and Procedural files documenting the development and implementation of U.S. policies and procedures, including inter-Departmental policy and procedural guidance, financial plans, and budget records which reflect substantive policy decisions, and the work of the Policy and Program Review Committee (PRRC).

DISPOSITION: Permanent. Retire to RSC when 5 years old for transfer to Washington National Records Center. Transfer to the National Archives when 30 years old. (NC-174-198, items 1a, 2 and 5)

- b. Administrative and operational files consisting of correspondence, memoranda, copies of responses to congressional inquiries, press guidance, budget and financial plan working papers, office copies of travel vouchers and personnel papers, and other documentation accumulated incident to routine administrative and operational activities.

DISPOSITION: Destroy when 5 years old. (NC-174-198, item 1b)

2. Chronological files of correspondence, memoranda and telegrams

- (a) Maintained by or for Assistant Secretary and Deputy Assistant Secretaries or equivalents (may be maintained by incumbent or Staff Assistant).

DISPOSITION: Permanent. Retire to RSC when 1 year old for transfer to the Washington National Records Center. Transfer to the National Archives when 30 years old.

- (b) All other offices

DISPOSITION: Destroy when 1 year old.

3. Reports, Publications and Printed and Processed Material

Congressional Budget Presentations on Migration and Refugee Assistance and Emergency Refugee and Migration Assistance Funds; Report to Congress on Proposed Refugee Admissions; World Refugee Report; and other printed and processed material.

- a. Master Files.

DISPOSITION: Permanent. Retire to RSC in 10-year blocks for transfer to the Washington National Records Center. Transfer to the

- b. All other copies.

DISPOSITION: Retire to RSC when 3 years old. Destroy when 5 years old.

4. Briefing Books.

Briefing books prepared for meetings, congressional appearances, conferences, and other occasions. Include telegrams, background and briefing papers, speeches, statements, articles, and other relevant materials.

- a. Master File.

DISPOSITION: Permanent. Retire when 5 years old or when no longer need, whichever is sooner, to RSC for transfer to WNRC. Transfer to the National Archives when 30 years old.

- b. All other copies.

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

OFFICE OF THE EXECUTIVE DIRECTOR

5. Automation Documentation File

Arranged by automation project and subject. Memoranda, contracts, system requirements, operating procedures, training information, maintenance records, general correspondence, correspondence with vendors, copies of invoices, telegrams, inventories, lease information. Documentation date from 1984-93.

DISPOSITION: Destroy 1 year after system is no longer in use.

6. Refugee Admission Statistics

Reporting cables, in-house statistical reports and the widely distributed yearly summary of refugee admissions report, and any other documentation which may be accumulated while compiling the reports.

- a. South East Asian Refugees

DISPOSITION: Permanent. Retire to the RSC at the completion of the Comprehensive Plan of Action (CPA) for transfer to the WNRC. Transfer to the National Archives when 30 years old. (NC-174-198, item 9)

- b. World Wide Refugees (all others)

DISPOSITION: Permanent. Retire to the RSC when 10 years old for eventual transfer to the WNRC. Transfer to the National Archives when 30 years old. (in lieu of NC-174-198, item 9)

OFFICE OF REFUGEE ADMISSIONS

7. Proposal Process Files

Arranged by Voluntary Agency (VOLAG). Proposals from VOLAGS, copies of cooperative agreements, guidances, program announcements, and documents from agencies used in the resettlement of refugees in U.S. communities.

DISPOSITION: Block by year. Retire to RSC when 2 years old. Destroy when 4 years old.

8. Volag and Affiliates Monitoring Reports

Auditing reports, site audits, letters, responses to reports, schedules, copies of case loads, interviews and other documentation accumulated during monitoring of volag or affiliate.

DISPOSITION: Permanent. Retire RSC when 2 years old for transfer to WNRC. Transfer to the National Archives when 30 years old.

9. Cooperative Agreements Files

Copies of cooperative agreements being maintained to be used to complete the annual statistical report. Record copy is maintained by the Comptroller.

DISPOSITION: Destroy after the completion of the annual statistical report.

OFFICE OF THE COMPTROLLER

10. OIG Inspections and Audit Reports

Inspection and audit reports, telegrams, and relating correspondence. Arranged alphabetically by subject, organization and title.

DISPOSITION: Destroy when superseded by new inspection or audit.

11. CPA Audit Files.

Correspondence, memorandums, audits, and related documentation resulting from audits by private CPAs of private organizations receiving grant money for refugee-related matters.

DISPOSITION: Retire to RSC when 3 years old. Destroy 6 years and 3 months after final payment.

12. GAO Reviews.

Audit reports, telegrams, memoranda and relating correspondence. Arranged by subject and organization.

DISPOSITION: Destroy when superseded by new review. (NN 170-72, item 5)