

REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>		LEAVE BLANK (NARA use only)	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER	N1-59-97-4
1 FROM (Agency or establishment) Department of State		DATE RECEIVED	11/18/96
2 MAJOR SUBDIVISION Bureau of Diplomatic Security		NOTIFICATION TO AGENCY	
3 MINOR SUBDIVISION Passport Fraud		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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
John A. Cruce	202-647-7123	4-21-97	<i>John W. Cal</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 _____ 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,			
<input type="checkbox"/> is not required; <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.			
DATE	SIGNATURE OF AGENCY REPRESENTATIVE	TITLE	
10/29/96	<i>Kenneth F Rosomer</i>	Records Officer, 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7 ITEM NO.	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	SEE ATTACHED SCHEDULE		

1. Passport Investigation Case Files.

a. Headquarters Files.

(1) Routine Passport Cases.

Correspondence, reports, and other documentation on passport applicant investigations in order to determine U.S. citizenship covering criminal investigations relating to document fraud.

Arrange file by case.

Disposition: Destroy 10 years after case is closed. (N1-59-94-43, item 71a)

(2) Arrest Cases and Other Significant Cases.

Reports on investigations involving an arrest by Diplomatic Security Agents, detention, or cases involving possible litigation.

Arrange file by case.

Disposition: Retire to RSC when 10 years old for transfer to WNRC.
Destroy when 20 years old. (N1-59-94-43, item 71a)

b. Field Office Files.

Correspondence, reports, and other documentation on passport applicant investigations in order to determine U.S. citizenship covering criminal investigations related to document fraud.

Arrange file by case.

Disposition: Destroy 2 years after case is closed . (N1-59-94-43, item 71b)

2. Visa Investigation Case Files.

a. Headquarters Files.

(1) Routine Visa Cases.

Correspondence, reports, and other documentation on visa applicant investigations in order to determine visa eligibility, covering criminal investigations related to document fraud.

Arrange file by case.

Disposition: Destroy 10 years after case is closed. (N1-59-94-43, item 72a)

(2) Arrest Cases and Other Significant Cases.

Reports on investigations involving an arrest by Diplomatic Security Agents, detention, or cases involving possible litigation.

Arrange file by case.

Disposition: Retire to RSC when 10 years old for transfer to WNRC.
Destroy when 20 years old. (N1-59-94-43, item 72a)

b. Field Office Files.

Correspondence, reports, and other documentation on visa applicant investigations in order to determine visa eligibility covering criminal investigations related to document fraud.

Arrange file by case.

Disposition: Destroy 2 years after case is closed. (N1-59-94-43, item 72b)