

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 <u>NI-59-97-6</u>	
		DATE RECEIVED <u>11/21/96</u>	
		NOTIFICATION TO AGENCY	
1 FROM (Agency or establishment) Department of State		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
2 MAJOR SUBDIVISION			
3 MINOR SUBDIVISION		DATE _____ ARCHIVIST OF THE UNITED STATES WITHDRAWN	
4 NAME OF PERSON WITH WHOM TO CONFER	5 TELEPHONE		
Pat Magin	647-6021		
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 <u>5</u> 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 checked="" type="checkbox"/> is not required; <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.			
DATE	SIGNATURE OF AGENCY REPRESENTATIVE	TITLE	
<u>10/25/96</u>	<i>Kenneth F. Rossman</i>	Kenneth F. Rossman Records Officer	
7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	The following disposition authorities apply to documents created on or after January 1, 1993 Official Archival System (OASYS) Digitally stored text of official telegrams between the Department and overseas posts and written documents such as general correspondence, congressionals, memoranda, including operations memoranda and memoranda of conversation; diplomatic notes and INR reports. The Consular Affairs field covers all aspects of citizenship and passports, visas, protection and welfare, and other services.		

1. CASC - Assistance to Citizens

Consular services provided by the U.S. to citizens of the U.S. or any other country.

Specific Subject Terms often used with this TAG: Adoption, Aircraft Detention, Aircraft Registry, Alien, AMCIT, Arrest, Assault, Attorney List, Authorities, Automation, Child Custody, Children, Compensation, Complaint, Consular Assistance, Consular Package, Cult, Custody, Death Report, Deportation, Detention, Direct Relay, Drivers License, Emergency Evacuation, Estate, Family, FIMED, Fraud, Identification, Lawyer, Legal, Medical Care, Missing Person, Murder, Offenses, Prisoner, Prisoner Release, Prisoner Transfer, Prisoner Welfare, Property, Property Protection, Release, Remains Disposition, Repatriation, Seamen, Ship Detention, Ship Registry, Spouse, Third Country Representation, Travel Advisory, Trial, Trust Account, Trust Account Refund, Welfare & Whereabouts

DISPOSITION: Destroy when 10 years old.

2. CFED - Federal Agency Services

Liaison services provided by the Department between Federal agencies and recipients of Federal benefits.

Specific Subject Terms often used with this TAG: Absentee Ballot, Administration, Annual Questionnaire, Annuitant, Annuity Check, Appeal, Benefit Statement, Black Lung, BLB, Burial Flag, Compensation, Consular Package, Critical Case, Direct Input, Direct Mail, Educational Benefit, Election, Employee Benefit, Extradition, FECF, Forms, FPOA, Fraud, Government Agency, Insurance, Legislation, LHWCA, Medical Examination, Nonreceipt, Oath, OCVRA, Overpayment, OWCP, Pension, Personnel, Publication, Registration, Retirement, Status, Tax Assessor, Totalization, Treasury Check, US Govt Agency Contacts, Voting, Voting Guide, Workmens Compensation

DISPOSITION: Destroy when 10 years old.

3. CJAN - Judicial Assistance and Notarial Services

Matters pertaining to Notarial Services and International Judicial Assistance, including the service of judicial and extra-judicial documents and obtaining evidence.

Specific Subject Terms often used with this TAG:

Acknowledgment, Affidavit, Attorney List, Authentication, Automation, Deed, Deposition, Documentation, Evidence, Extradition, Fraud, FSIA, Judicial Assistance, Letters Rogatory, Notarial, Oath, Official Travel, Prisoner Transfer, Process Service, Subpoena, Testimony, Tort Claim, Witness

DISPOSITION: Destroy when 6 years old.
(NC1-59-77-28, item 10b)

4. CLOK - Visa Lookout

Use when sending Visa Lookout telegrams for entering, correcting, or deleting names for the Visa Lookout System.

Specific Subject Terms often used with this TAG:
AVLOS, Correction, Deletion, Detention Entry, VLOB

DISPOSITION: Destroy when 12 years old. Master on-line in Visa Office.

5. CMGT - Consular Administration and Management

The administrative and operational management of Consular Affairs activities.

Specific Subject Terms often used with this TAG:
Antifraud, Automation, CAS, Consular Agent, Consular Agreement, Consular Conference, Consular Equipment, Consular Package, Consular Service, Consular Supplies, Consular Treaty, CSS, ECR, Fee, Fraud, ICARS, IVACS, Legislation, MRP, NIVCAPS, Office Procedures, Personnel, PFM, PIT, Publication, Space Management, Supplies, Support Services, TDIS, Third Country Representation, Word Processor

DISPOSITION: Permanent. Transfer to the National Archives when 30 years old.

6. CPAS - Passport and Citizenship

Consular matters pertaining to citizenship documentation, including nationality, and passports.

Specific Subject Terms often used with this TAG:
Adoption, Advisory Opinion, Alien, Alteration, AMCIT, Amendment, Amerasian, Appeal, Application, Automation, AVLOS, Birth Report, Blood Test, Children, Circular Lookout, Citizenship, Clearance, Consular Package, Counterfeit, Custody, Denial, Dependent, Determination, Diplomatic Passport,

Document Format, Documentation, Dual National, Endorsement, Evidence, Extension, Facilitation, Forgery, Fraud, Identity, Insurance, Issuance, Legislation, Limitation, Litigation, Lookout, Loss, Malfeasance, Marriage, Mutilation, Name Check, National Naturalization, Official Passport, Passport, Procedures, Prosecution, Records, Registration, Renunciation, Repatriation, Restoration, Restriction, Resumption, Retention, Revocation, Security, Status, Stolen Passport, System Security, Validation, Verification, Waiver

DISPOSITION: Destroy when 12 years old. Permanent documents maintained/retired by CA.

(N 31-59-79-12)

7. CVIS - Visa

Operational, procedural, and administrative functions of visa operations.

Specific Subject Terms often used with this TAG: AA 1, Adoption, Advisory Opinion, AIDS, Alien, Alien Previously Deported, Alien Smuggler, Allocation, Application, Appointment, Arrival Notice, Athlete, Automation, Bearer Insert, BUSVIS, Centralized Visa Processing, Chargeability, CHINEX, CLASS, Clearance, CONGRINT, Consular Package, Crew List, Crewman, Crime, Data, Defector, Denial, Departure Notice, Dependent, Deportation, Derivatives, Diversity Immigrant, DNC, Documentation, DV 1, DVAC, Employment Creation, Employment Based Preference, Entertainment, Entitlement, Exchange Visitor, Exclusion, Extraordinary Ability, Family Preference, Fiance, Fiancee, Files, Foreign Policy Exclusion, Forms, Fraud, Health Related Grounds, ICARS, Immediate Relative, Immigrant, Intercompany Transferee, International Child Abduction, Interview, Issuance, IVACS, Labor Certification, LB 1, Legislation, Medical Examination, Moral Turpitude, MRV, Name Check, Narcotics Traffic, News Media Representative, NIV, NIVCAPS, Nonimmigrant, Numerical Control, NVC, Operations, Other Worker, Out of District Applicant, Parole, Permanent Resident, Polygamist, Portsmouth Consular Center, Priority Date, Private Bill, Procedures, Public Charge, Reciprocity, Refugee, Refusal, Religious Worker, Renewal, Revocation, SAO, Skilled Worker, SPLEX, Student, Supplies, Temporary Worker, Terrorist, 30 60 Rule, TIVPC, Totalitarian Party Membership, Transfer, Transit, Travel Agents, Treaty Investor, Treaty Trader, TTYREP,

Validity, Visa Clearance, Visa Photograph, Visitor for
Business, VLO Waiver, Waiver of Ineligibility, Walk Ins,
Workload

DISPOSITION: Destroy when 12 years old. Permanent
documents maintained/retired
by CA.

(NC1-59-79-13)