

REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse)		LEAVE BLANK (NARA use only)	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER	SI N1- 2 97-310
1 FROM (Agency or establishment) Department of State		DATE RECEIVED	11/25/96
2 MAJOR SUBDIVISION Consular Affairs		NOTIFICATION TO AGENCY	
3 MINOR SUBDIVISION Visa Services		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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
Marria Braden	647-6011	3-24-97	<i>John W. Paul</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,

is not required; is attached; or has been requested.

DATE	SIGNATURE OF AGENCY REPRESENTATIVE	TITLE
11/21/96	<i>Kenneth L. Rossman</i>	Department of State Records Officer

7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
1	Immigrant Control and Reporting System (ICARS) This on-line system administers the annual numerical limitations on immigrants, subdivided by preference category and country, which are set by the Immigration and Nationality Act (INA). ICARS also maintains workload statistics for immigrant and non-immigrant visas issued at Foreign Service posts worldwide and the return of unused numbers. a. Master On-Line File DISPOSITION: Destroy when active use ceases. b. Off-Line paper printouts of ICARS reports (1) Monthly Report of Qualified Visa Applicants DISPOSITION: Destroy when 10 years old.	II-NN-3399, item 5 II-NN-3399, item 7 II-NN-3399, item 8 NC1-59-83-4, item 39	

(2) Monthly Immigrant Visa Workload Report

DISPOSITION: Destroy when 10 years old.

(3) Semi-Annual Report of Nonimmigrant Visas Issued and Refused.

DISPOSITION: Destroy when 10 years old.

(4) Annual Report of Active Registrants at Posts

DISPOSITION: Destroy when 5 years old.

2 Allocation of Immigrant Visa Numbers

Documents reflect the allocation and cancellation of specified visa numbers from posts and notification from INS regarding adjustment of status cases.

DISPOSITION: Destroy after 1 fiscal year.

This item supersedes job numbers II-NN-3399, items 4 and 15.