

**REQUEST FOR AUTHORITY
TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

LEAVE BLANK	
DATE RECEIVED 22 MAR 1977	JOB NO.
NC 1 59 77 17	
NOTIFICATION TO AGENCY	
In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including omissions, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.	
3-24-77 Date	<i>James B. Rhoads</i> Archivist of the United States

TO: **GENERAL SERVICES ADMINISTRATION,
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, D.C. 20408**

1. FROM (AGENCY OR ESTABLISHMENT)
Department of State
2. MAJOR SUBDIVISION
Bureau of Security and Consular Affairs
3. MINOR SUBDIVISION
Passport Office
4. NAME OF PERSON WITH WHOM TO CONFER
Louis Day
5. TEL. EXT.
632-8806
6. CERTIFICATE OF AGENCY REPRESENTATIVE:

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records; that the records proposed for disposal in this Request of page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

March 17, 1977 *William F. Farrell* Chief, Records Management Staff
(Date) (Signature of Agency Representative) (Title)

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1.	<p>Requests for Authorization</p> <p>Communications between the passport agencies and the Passport Office requesting authorization from the Department to issue or extend passports, granting such authorizations and forwarding applications. These communications are routine in nature and not a part of the individual case file.</p> <p>Destroy when one year old</p>	<p><i>NN-162-96 Item 6a</i></p>	<p><i>1 item</i></p>

Sent to agency and 2 NC - 3/25/77 TD