

REQUEST FOR RECORDS DISPOSAL AUTHORITY
(See Instructions on reverse)

LEAVE BLANK	
JOB NO	NC1 - 59-78 - 1
DATE RECEIVED	8 OCT 1977
NOTIFICATION TO AGENCY	
In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
Date	<i>10-17-77</i>
Activity	<i>James E. O'Neil</i> Archivist of the United States

TO: **GENERAL SERVICES ADMINISTRATION,
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 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 Paul F. Murphy, Jr.	5. TEL EXT x28806

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 1 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

- A Request for immediate disposal.
- B Request for disposal after a specified period of time or request for permanent retention.

C. DATE 6/22/77	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>William F. Farrell Jr</i> William F. Farrell, Jr.	E. TITLE Chief, Records Management Branch
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7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1	<p>This certifies that the records described on this form shall be microfilmed in accordance with the standards set forth in 41 CFR 101-11.507. The retention periods for the original paper records are all 10 years or over.</p> <p>Passport Case File.</p> <p>Passport applications with photograph attached, application for amendment or extension of passport, and related correspondence.</p> <p>a. Paper records. (Transfer to WNRC in quarterly accumulations after filming) DESTROY 15 years after it has been ascertained that reproduced copies have been made in accordance with GSA regulations and are adequate substitutes for the paper records.</p> <p>b. Microfilm copies. DESTROY when 100 years old.</p>	<p><i>NN-165-119</i> <i>100 Yrs.</i></p>	

R/Review Res phone with Murphy 11 Oct 77.

115-107
Sent to agency, NCR- 10/18/77

2 items