

**REQUEST FOR RECORDS DISPOSAL AUTHORITY**  
(See Instructions on reverse)

LEAVE BLANK	
JOB NO <b>NC1 59 78 7</b>	
DATE RECEIVED <b>12 APR 1978</b>	
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
<i>4-14-78</i> Date	<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  
**Office of Security**

3. MINOR SUBDIVISION  
**Domestic Field Offices**

4. NAME OF PERSON WITH WHOM TO CONFER  
**Mr. 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 2 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	D. SIGNATURE OF AGENCY REPRESENTATIVE	E. TITLE
<i>3/31/78</i>	<i>[Signature]</i>	<i>Act. Chief Records Management Staff</i>
7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.
	<u>DOMESTIC FIELD OFFICE RECORDS</u>	<b>II-NNA-2340</b>
1.	<u>General</u> Office Administrative Files Consist of Correspondence and documents pertaining to "the running of the office".  DESTROY WHEN 2 YEARS OLD	<b>II-NNA-2340</b> <i>Item 3</i>
2.	<u>Reference &amp; Information Files</u> Consist of general correspondence, reports, publications, etc.  DESTROY WHEN NO LONGER NEEDED IN CURRENT OPERATIONS	
3.	<u>Office Letters</u> Series A, B, C, and D  DESTROY WHEN RESCINDED OR SUPERSEDED.	

*sent to agency, NCW, INC, 2NC, 4NC, 5NC-C, 7NC, 9NC-L, 9NC-S, and NNF - 4/18/78 to*

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
<u>INVESTIGATIVE CASE FILES</u>			
4.	<p><u>General Investigative Case Files</u></p> <p>Contain reports of employee, applicant, and other investigations, except passport and visa fraud matters.</p> <p>DESTROY WHEN 2 YEARS OLD</p>	<p>II-NNA-1340                      Item 1b</p>	
5.	<p><u>Passport Investigative Case Files</u></p> <p>Contain reports of investigations conducted to aid the Passport Office in determining U.S. citizenship.</p> <p>NOTE: These files contain no original documentation.</p> <p>DESTROY WHEN 5 YEARS OLD</p>	<p>II-NNA-1340                      Item 1a</p>	
6.	<p><u>Visa Investigative Case Files</u></p> <p>Contain reports of investigations conducted to aid the Visa Office in determining eligibility for a visa.</p> <p>NOTE: These files contain no original documentation.</p> <p>DESTROY WHEN 5 YEARS OLD</p>	<p>II-NNA-1340                      Item 1a</p>	
7.	<p><u>Visit Files</u></p> <p>Contain site surveys and reports of steps taken to facilitate arrival of and provide protection to visiting domestic and foreign dignitaries.</p> <p>DESTROY WHEN 2 YEARS OLD</p>	<p>II-NNA-1340                      Item 2</p>	
8.	<p><u>Card Indices</u></p> <p>A name index to the Field Office investigative case files.</p> <p>MAINTAIN IN 5 YEAR BLOCKS. DESTROY WHEN THE BLOCK IS 5 YEARS OLD.</p>		