

INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: NC1-059-78-07

All items in this schedule are inactive. Items are either obsolete or have been superseded by newer NARA approved records schedules.

Description:

This schedule is obsolete. This function is now covered by the following records schedules: DAA-0059-2018-0003, DAA-0059-2011-0011, DAA-0059-2012-0001 and DAA-0059-2011-0010

Date Reported: 11/24/2020

INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

REQUEST FOR RECORDS DISPOSAL AUTHORITY
(See Instructions on reverse)

LEAVE BLANK	
JOB NO NC1 59 78 7	
DATE RECEIVED 12 APR 1978	
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	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 <i>3/31/78</i>	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i>	E. TITLE <i>Act. Chief Records Management Staff</i>
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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.	<u>General</u> <u>Office Administrative Files</u> Consist of Correspondence and documents pertaining to "the running of the office". DESTROY WHEN 2 YEARS OLD	II-NNA-2340	
2.	<u>Reference & Information Files</u> Consist of general correspondence, reports, publications, etc. DESTROY WHEN NO LONGER NEEDED IN CURRENT OPERATIONS	II-NNA-2340 <i>Item 3</i>	
3.	<u>Office Letters</u> Series A, B, C, and D DESTROY WHEN RESCINDED OR SUPERSEDED.		<i>8 items</i>

sent to agency, NCW, 1NC, 2NC, 4NC, 5NC-C, 7NC, 9NC-L, 9NC-S, and NNF - 4/18/78

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>		