

REQUEST FOR RECORDS DISPOSAL AUTHORITY
(See Instructions on reverse)

Revised 14 Oct 78

TO GENERAL SERVICES ADMINISTRATION,
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408

LEAVE BLANK
JOB NO N01 59 79 2
DATE RECEIVED OCT 25 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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10
SIGNATURE OF THE ARCHIVIST IS NOT REQUIRED FOR APPROVAL OF PERMANENT RETENTION OF RECORDS
Date _____ Archivist of the United States

1. FROM (AGENCY OR ESTABLISHMENT)
Department of State

2. MAJOR SUBDIVISION
Bureau of Consular Affairs

3. MINOR SUBDIVISION
Passport Office

4. NAME OF PERSON WITH WHOM TO CONFER
Alice L. Harris

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 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 <u>8/7/78</u>	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>William F. Farrell</i>	E. TITLE Chief, Records Management Branch FADRC/RM
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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>Passport Subject File</p> <p>Consists of documentation, including studies and reports, of the policies, regulations and legislation governing passport issuance, and the administrative and operational procedures of the Passport Office.</p> <p>PERMANENT. Transfer to FRC when 3 years old. Offer to National Archives when 30 years old.</p> <p><i>Accumulation: ca. 3 cu. ft./yr. Vol. on hand, ca. 1900-1979: 240 cu. ft. Arranged alphabetically by DOS subject-numeric system.</i></p>		1 item

Problem, no 9 Apr 79

To agency, 2 May 79, NY

sent to NCU, NUF + NUB 5.4.79 NY