

Rec'd NCD 16 May 79

REQUEST FOR RECORDS DISPOSITION AUTHORITY  
(See Instructions on reverse)

LEAVE BLANK	
JOB NO	NC1-59-79-12
DATE RECEIVED	8/16/79
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	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	1-7-80 <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 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 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 7/26/79	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>William F. Farrell</i>	E. TITLE Chief, Records Management Staff (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 Case Files, 1971-.</p> <p>Consist of passport applications with photograph attached; applications for amendment or extension of passports; and related correspondence.</p> <p>a. Paper records that have been microfilmed <i>(beginning in April 1978)</i></p> <p>Transfer to FRC in quarterly accumulations after it has been determined that the microfilm copies have been made in accordance with GSA regulations and are adequate substitutes for the paper records. Destroy when 15 years old. (NC1-59-78-1, Item 1a)</p> <p>b. Microfilm copies</p> <p><del>Destroy two diase copies when paper records are destroyed. Retain silver master at National Archives. Destroy when 100 years old. (NC1-59-78-1, Item 1b)</del></p> <p>c. Paper records <u>not</u> microfilmed, 1971-78.</p> <p>Transfer to FRC when 2 years old.</p> <p>Destroy when 100 years old (nr-165-119, Item 1b)</p>	<p>RMH(A) 13000a</p> <p>RMH(A) 13000b</p> <p>nr-165-119 Item 1b</p>	<p>6 items</p>

inserted by  
E. O'Neil  
26 Jan 79

115-107  
Copy to Agency  
11 Jan 80 AH  
Closed out  
JE - 1-18-80  
WDR C UNB+NF

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
2,	<p><u>Passport and Citizenship Case Files, 1925-70.</u>  <del>Paper records that are not microfilmed</del></p> <p>Consist of passport and citizenship case files containing one or more of the following types of records; passport applications; reports of birth of American citizens abroad; certificates of witness to marriage; applications for amendment or extension of passport; certificates of loss of nationality; and other supporting forms, documents and correspondence pertaining to each case. These files were generated prior to the inception of the Passport Files Miniaturization Program in April 1978, though some files in the 1961-1978 block may be microfilmed if they were called up for review after April 1978.</p> <p><i>offer to NARS when 50 years old</i></p> <p>(a) RETAIN PERMANENTLY, REPORTS OF BIRTH OF AMERICAN CITIZENS ABROAD, CERTIFICATES OF WITNESS TO MARRIAGE, CERTIFICATES OF LOSS OF NATIONALITY, AND OATHS OF REPATRIATION (b) DESTROY ALL OTHER RECORDS WHEN 100 YEARS OLD. (NN 165-119, Item 1)</p>	<p>(a) NN-165-119 Item 1a</p> <p>(b) NN-165-119 Item 1a</p>	
3.	<p><u>Vital Records File, 1971-</u></p> <p>Consists of reports of birth of American citizens abroad; certificates of witness to marriage; certificates of loss of nationality; and oaths of repatriation.</p> <p>Prior to 1971, these records were attached to the passport applications (see Item 2). Since 1971, they are maintained in a separate file, alphabetically organized, to be kept in 10-year blocks. <u>Annual accumulation - 112.5 cubic feet per annum.</u></p> <p>RETAIN PERMANENTLY. (NN 165-119, Item 1)  <i>offer to NARS when 50 years old.</i></p>	<p>NN-165-119 Item 1a</p>	

*About 1700 cu ft. for retention.*

*amended by [signature], 2/27/79*

MASS DATA CHANGE WORKSHEET

RG 59

Old Disposal Authority	Old Retention Period	New Disposal Authority	New Retention Period	Net Difference in Number of Years (+ or -)	Mass Change	Center Change
RMH/130001A		NCL/59/79/12/1A		Same	X	
165/119/1B-100yr.	S100 yrs.	NCL/59/79/12/2B (yrs. 1925-70)	S100 yrs.	Same		X
		NCL/59/79/12/1C (yrs. 1971-78)	100 yrs.	No screening required		X