

16007114

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK
JOB NO NC1-59-79-13
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10 SIGNATURE OF THE ARCHIVIST IS NOT REQUIRED FOR APPROVAL OF PERMANENT RETENTION OF RECORDS Date _____ Archivist of the United States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
Visa Office

4. NAME OF PERSON WITH WHOM TO CONFER
Paul F. Murphy, Jr.

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>7/63/79</u>	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>William J. Powell</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>Visa Subject Files</p> <p>Communications, including reports, regarding visa policies, procedures, visa legislation and regulations.</p> <p>PERMANENT. RETIRE ^{Transfer} TO WNRC WHEN 5 YEARS OLD. OFFER TO NATIONAL ARCHIVES WHEN 15 YEARS OLD. (Offers should be in 5 year blocks).</p> <p>Annual Accumulation: 8 cu. ft. Total Volume To date: 177 cu. ft. Arrangement: Subject, decimal system through 1964, RCH thereafter.</p> <p><i>related per P. Murphy, D.S. Admin 16 Aug 79</i></p>	<p>II-NN-3399 Item 11</p> <p>RMH (A) 14001</p>	1 item

115-107
Sent to DOS 3/16/79

Copy to New, NNF, NNG, NNB
12-11-79
Docent