

Rec'd NOD 2 Nov 80 NH

REQUEST FOR RECORDS DISPOSAL AUTHORITY
(See Instructions on reverse)

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| LEAVE BLANK | |
| JOB NO | NCL-59-81-1 |
| DATE RECEIVED | 11-21-80 |
| 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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10 | |
| 11-28-80 Date | <i>Robert K. Wore</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
Visa 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 11-8-80 | D. SIGNATURE OF AGENCY REPRESENTATIVE <i>William F. Farrell</i> | E. TITLE Chief, Records Management Staff |
|-------------------|--|---|

| 7 ITEM NO | 8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods) | 9. SAMPLE OR JOB NO | 10. ACTION TAKEN |
|--------------|---|--|----------------------|
| 1. | <p>Visa Case Files on Individual Aliens.</p> <p>a. Case files on individual aliens issued an immigrant visa. Destroy 6 months after issuance.</p> <p>b. Case files on individual aliens issued a non-immigrant visa. Destroy 1 year after issuance.</p> <p>c. Case files on individual aliens refused a visa.</p> <p>(1) Cases of living visa applicants.</p> <p>(a) Cases of applicants refused or presumed ineligible on the basis of Sections 212(a) (23), (27), (28), and (29) of the Immigration and Nationality Act. Retain until alien is 80 years of age or older, provided there has been no visa activity for the past 10 years, then destroy.</p> | <p>RMH (A) 140017</p> <p>NN-173-241 1a</p> <p>NN-173-241 1A(1)</p> | <p><i>Sitemy</i></p> |

Closed Out : 12-2-80: K.T.D.
Copy sent to Agency

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 |
|--------------|--|---|--------------------|
| | <p>(b) Cases of applicants refused under Section 212(a) (33) of the Immigration and Nationality Act.</p> <p>Retain until alien is 85 years of age, then destroy.</p> <p>(c) Cases of applicants refused or presumed ineligible on the basis of Sections 212(a) (1), (2), (3), (4), (5), (9), (10), (12), (13), (17), (19), (22), and (31) of the Immigration and Nationality Act.</p> <p>Destroy when 15 years old except where review by consular officer indicates need for further retention, in which case destroy when of no further reference value.</p> <p>(d) Cases of applicants refused or presumed ineligible under all other sections of 212(a) (Category II) and 212(e) of the Immigration and Nationality Act.</p> <p>Destroy 2 years after date of refusal.</p> <p>(e) Cases of applicants refused under section 221(g) (36).</p> <p>Destroy 1 year after date of refusal.</p> <p>(2) Cases of deceased visa applicants.</p> <p>Destroy upon notification of death of applicant.</p> <p>References: NC1-59-78-6 NN 173-241 (never published in RMH Appendix A) II NN 3399, item 12 RMH Appendix A, items 140002 and 140017</p> | <p>NN-173-241 16(1)</p> <p>NN-173-241 16(2)</p> | |