REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

JOB NO

NCI-59-83-4

DATE RECEIVED *5-16-83*

NOTIFICATION TO AGENCY

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

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the disposal request including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10

7-26-83 Date

Archivist of the United States

1 FROM (AGENCY OR ESTABLISHMENT)

Department of State

2 MAJOR SUBDIVISION

Information Systems Office

3 MINOR SUBDIVISION

4 NAME OF PERSON WITH WHOM TO CONFER	5 TEL EXT
Paul Murphy	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 __20__ 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	D SIGNATURE OF AGENCY REPRESENTATIVE	E TITLE
5/13/83	*William F Farrell*	Chief Records Management

7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
	INTRODUCTION The Information Systems Office (ISO) provides information systems and services to meet the foreign policy requirements of the United States Government and the administrative management needs of the Department of State. Machine-readable records produced and maintained by ISO are on magnetic tape and on-line disc; such on-line data sets are backed up on magnetic tape. Data series described in this schedule as having a disposition of PERMANENT must be stored and maintained according to provisions of FPMR 101-36.12, or its successor, until transferred to the National Archives. Data series currently in the custody of ISO produced for or received from other agencies (including non-U.S. Government sources) are considered non-record material from the standpoint of the Department of State and require no further disposition authority. Data series created subsequent to this schedule and all other machine-readable records of the Department not covered by this schedule or by General Records Schedule		

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MASS DATA CHANGE SHEET NOT REQUIRED

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	20 are <u>not</u> authorized for disposal. Data sets are listed in this schedule by system, which are arranged alphabetically by the two-character system code. Unless otherwise indicated, magnetic tape volume is for reels at 6250 bpi. MACHINE-READABLE RECORDS <u>Affirmative Action System (AA)</u>		
1.	<u>Affirmative Action Master</u> -- This on-line series tracks the employment process of applicants to the Foreign Service who have been screened. Information is used in the Affirmative Action program of the Department. Data includes the name and social security number of <u>each</u> applicant, his educational background, test scores, date of birth, and other demographic information. Disposition: DISPOSABLE. DESTROY when active agency use ceases.		-
	<u>Agent Locator System (AL)</u>		
2.	<u>Agent Locator Master</u> -- This on-line series provides data on Department of State security personnel, and tracks their current service in the Department. Data includes name of security agent, home address and telephone number, the office to which assigned, languages spoken, weapons qualifications, skill codes, and information on the current detail. Disposition: DISPOSABLE. DESTROY when active agency use ceases.		

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	AVOCON (AV) This system provides the Foreign Affairs Information Management Center (FAIM) with automated support in building and maintaining organized sets of subject terms, organizations, and personal names by which documents in the Foreign Affairs Information System (FAIS) are indexed. Inter-relationships between indexing terms are provided to promote consistency in indexing documents and to enhance subsequent retrieval.		
3.	Organizations Master -- This series contains names of organizations, including appropriate abbreviations and acronyms referred to in documents being indexed for the FAIS. Disposition: DISPOSABLE. DESTROY when active agency use ceases.		
4.	Personalities Master -- This series contains the names and titles of persons referred to in documents being indexed for the FAIS. Disposition: DISPOSABLE. DESTROY when active agency use ceases.		
5.	Thesaurus Master -- This series contains subject concepts suitable for indexing documents in the FAIS. It includes cross references to broader, narrower, and related terms, and KWOC listings. Disposition: DISPOSABLE. DESTROY when active agency use ceases.		
	Consular Arrest System (CA)		
6.	Consular Arrest Master -- This on-line series is used by the Bureau of Consular Affairs in monitoring arrest cases involving United States citizens abroad. Data includes the arrest case number, name of person arrested, place of birth, reporting post, place arrested, date of arrest, where the person is being held, charges, and follow-up information.		

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	Disposition: DISPOSABLE. DESTROY when active agency use ceases.		
7.	Consular Arrest Comments File -- This series provides on-line narrative information in the form of comments concerning American citizens arrested abroad. Information can be linked to the Consular Arrest Master by the arrest case number. Disposition: DISPOSABLE. DESTROY with related data in Consular Arrest Master.		
	Ambassadorial Candidates System (CN)		
8.	Ambassadorial Candidates Master -- This one-time study was prepared in 1979 to assist the Department in keeping track of individuals being considered for ambassadorial posts. It contains the names of candidates, their social security numbers, names of sponsors, and language proficiency. Disposition· DISPOSABLE. DESTROY when active agency use ceases.		
	Current Economic Reporting System (CR)		
9.	Current Economic Reporting (CERP) Master -- This on-line series controls required economic reporting on a post-by-post basis throughout the world. It monitors reporting by matching due dates with submitted reports, and identifying overdue reports. Each report in the system contains a unique CERP number, and the texts of reports are available in the Foreign Affairs Information System. (FAIS). Data in the CERP Master includes CERP number, report title, reporting country and post, classification, date due, date received, and identity of end user in the Department. Disposition: DISPOSABLE. DESTROY when active agency use ceases.		

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	<u>Foreign</u> <u>Affairs</u> <u>Information</u> <u>System</u> (<u>FAIS</u>) (<u>DT</u>) The FAIS is a mixed-media document storage and retrieval system providing an automated central reposi-tory for texts and index data comprising the Department's Central Foreign Policy File since July 1, 1973. In the FAIS, texts of documents are stored on microfilm (NC1-59-80-17, item 1); texts of telegrams, which com-prise about 87 percent of the system, are stored both in digital and micro form. Access to document texts -- both microfilm and digital -- is through an on-line machine-readable index, consisting of several data sets (see below). The index provides a citation record (abstract) for each document in the system, and various subject, organization, personality, and bibliographic terms by which documents are indexed and through which searches may be performed and specific documents identified at the computer terminal (CRT).	✓	
10.	<u>FAIS Main Text File</u> -- This series contains the digitally stored texts of official telegrams traveling between the Department and diplomatic posts since July 1, 1973. The most recent texts are stored on-line; the remainder are stored on magnetic tape. In addition to the actual text of the telegram, each text record contains a formatted section including the message reference number (telegram identification), date and place of origin, addresses, classification, title line, TAGS subject codes, and personality line. These formatted fields comprise a part of the citation record (see item 11(b), this schedule). Estimated current volume: 78 reels of magnetic tape. Annual accumulation: ten reels. Disposition: PERMANENT. Retain on magnetic tape data purged from disc. Transfer with related documentation to the National Archives annually when 30 years old or sooner if negotiated with NARS.		

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11.	FAIS Index -- The on-line FAIS Index consists of the following data sets:		

a. Text Index File -- This file is used to locate the logical and physical records in the system containing the appropriate telegram text. Data includes the telegram message reference number, date the telegram entered the system, classification status, and a pointer to the related telegram text in the FAIS Main Text File.

   Estimated current volume: eight reels of magnetic tape. Annual accumulation: one reel.

Disposition: PERMANENT. Retain on magnetic tape data purged from disc. Transfer with related documentation to the National Archives with related FAIS Main Text File records.

b. FAIS Citation File -- Contains for each document in the FAIS an abstract providing information about the document, including the record locator number, microfilm roll and frame number on which the document text is located, the originating office, addresses, type of document (telegram, airgram, diplomatic note, memorandum, etc.), classification, number of pages, date of origin, message reference number (if telegram), title, and subject, organization, and personality terms by which the document was indexed. The citations are used to identify specific documents during a search, and provide access to texts either through message reference numbers for telegrams stored digitally or the microfilm location for all documents.

   Estimated current volume: 17 reels of magnetic tape. Annual accumulation: two reels.

Disposition: PERMANENT. Transfer with related documentation to the National Archives annually when FAIS Main Text File records are transferred.

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	c. Citation Index File -- This file is used to locate the logical and physical records in the system containing the appropriate citation records. It contains a pointer to the record locator number found in the first data field of each citation record, by which the computer identifies specific citations. Estimated current volume· three reels of magnetic tape. Annual accumulation: less than one reel. Disposition: PERMANENT. Transfer with related documentation to the National Archives annually with related FAIS Citation File. d. Postings File -- Contains an alphabetical listing of all terms used to index documents in the FAIS. For each listing, data includes the term, how it was used (i.e., as subject concept, originator, addressee, etc.), and the number of times the term was used in that way. The file is used in the search process to help identify appropriate terms for search statements. Estimated current volume: three reels of magnetic tape. Annual accumulation: less than one reel. Disposition: PERMANENT. Transfer with related documentation to the National Archives annually with FAIS Citation File. e. Index Date Range File -- Contains pointers to the date of origin data field in the FAIS Citations File records. It allows searches of the system by date, in which all documents within a specified date range can be identified. Estimated current volume: three reels of magnetic tape. Annual accumulation· less than one reel. Disposition: PERMANENT. Transfer with related documentation to the National Archives annually with FAIS Citation File.		

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	f. Thesaurus Subject Terms File -- Contains a listing of all subject terms provided in the Thesaurus Master in the AVOCON System (see item 5, this schedule). Data is maintained on-line in the FAIS and is used in the indexing and search processes. Estimated current volume: one reel of magnetic tape. Annual accumulation: negligible. Disposition: PERMANENT. Transfer with related documentation to the National Archives annually with FAIS Citation File. g. Organizations File -- Contains a listing of all organizations, including appropriate abbreviations and acronyms, provided in the Organizations Master in the AVOCON System (see item 3, this schedule). Data is maintained on-line in the FAIS and is used in the indexing and search processes. Estimated current volume: one reel of magnetic tape. Annual accumulation: negligible. Disposition: PERMANENT. Transfer with related documentation to the National Archives annually with FAIS Citation File. h. Personalities File -- Contains a listing of all names and titles of persons provided in the Personalities Master in the AVOCON System (see item 4, this schedule). Data is maintained on-line in the FAIS and is used in the indexing and search processes. Estimated current volume: one reel of magnetic tape. Annual accumulation: negligible. Disposition: PERMANENT. Transfer with related documentation to the National Archives annually with FAIS Citation File.		

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	<u>Bureau</u> <u>of</u> <u>Economic</u> <u>and</u> <u>Business</u> <u>Affairs</u> <u>Correspondent</u> <u>Control</u> <u>System</u> (<u>EK</u>)		
12.	<u>"EB" Bureau Correspondence Tracking Master</u> -- This on-line series contains information about incoming and outgoing correspondence handled by the Planning and Economic Analysis Staff of the "EB" Bureau, and tracks the status of the correspondence through action stages. Data includes document identification, date of document and date received in the bureau, staff person to whom assigned, due date, action status, and clearances. Disposition: DISPOSABLE. DESTROY when active agency use ceases.		
	<u>Foreign</u> <u>Service</u> <u>Institute</u> <u>Student</u> <u>Record</u> <u>System</u> (<u>FI</u>)		
13.	<u>FSI Student Record Master</u> -- This series contains cumulative data since 1968 on enrollment in the Foreign Service Institute. Data includes the name of student, dates of enrollment, courses taken, grades, and test scores, with separate grade and test score data for foreign languages. Data is used by FSI to plan training courses, prepare budget submissions, and provide information for billing other agencies. Disposition: DISPOSABLE. DESTROY when active agency use ceases.		
	<u>Family</u> <u>Liaison</u> <u>Spouse</u> <u>Skill</u> <u>System</u> (<u>FL</u>)		
14.	<u>Family Liaison Spouse Skill Data Bank</u> -- This on-line series assists the Family Liaison Office of the Department in locating employment opportunities for spouses of Foreign Service personnel posted overseas. Data includes the name of the individual and a listing of skills selected from skill codes. Disposition: DISPOSABLE. DESTROY when active agency use ceases.		

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	Bureau of Inter-American Affairs **Correspondence Control (IK)**		
15.	"ARA" Bureau Correspondence Tracking Master -- This on-line series contains information about incoming and outgoing correspondence handled by the bureau, and tracks the status of the correspondence through action stages. Data includes document identification, date of correspondence and date received in the bureau, staff person to whom assigned, due date, action status, and date final action was taken. Disposition: DISPOSABLE. DESTROY when active agency use ceases.		
	Recruitment Service System (IO)		
16.	Recruitment Services Master - This series provided the Bureau of International Organization Affairs with data on highly qualified United States citizens who might be candidates for positions with international organizations. For each individual in the system data includes name, educational background, foreign language skills, special skills, experience, and knowledge of geographical areas. Data was used to match individuals possessing specific skills with appropriate position requirements. Discontinued in 1981. Disposition: DISPOSABLE. DESTROY when active agency use ceases.		
	Information Request Management System (IR)		
17.	Information Request Tracking Master -- This on-line series is used by the Foreign Affairs Information Management Center (FAIM) to track individual requests for Department information submitted under the Freedom of Information Act and the Privacy Act of 1974. Data includes the requestor's name; date of request; date received in FAIM; information (subject(s)) requested; name of Department reviewer; identification of documents retrieved, reviewed, and actions taken thereon, including declassification and downgrade decisions; dates of actions taken; and a statistical		

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	summary of such actions. Estimated current volume: three reels of magnetic tape. Annual accumulation: one reel. Disposition: PERMANENT. Retain on magnetic tape data purged from disc. Transfer with related documentation to the National Archives annually when 30 years old or sooner if negotiated with NARS. Legal Bureau Correspondence Control (LX)		
18.	"L" Bureau Correspondence Tracking Master -- This on-line series serves as a register of claims against Iran submitted by United States citizens between April 1981 and approximately April 1982, which were handled by the bureau. Data includes a sequential claim identification number, date of claim, name of attorney, type of claim, amount, and the action status of the claim. Disposition: DISPOSABLE. DESTROY when active agency use ceases. Munitions Control System (MC)		
19.	Munitions Control Master -- This on-line series contains a listing of munitions-related items being sent to foreign countries. Data is supplied from State Department and Defense Department munitions control lists, and is used by the Bureau of Politico-Military Affairs to assist in controlling munitions sales licenses; maintaining technical data on arms, ammunitions, implements of war, and related materials; and generating reports to Congress on values of munitions control list items licensed or shipped. Data includes the name of applicant, license number, date issued, type of commodity, quantity, value, type of sale, consignee, and ultimate destination. Data has been collected in this series since FY 1971. Estimated current volume: three reels of magnetic tape (at 6250 bpi); one reel (at 1600 bpi).		

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19. cont'd	Annual accumulation: less than one reel (at 1600 bpi). Disposition· PERMANENT. Retain on magnetic tape data purged from disc. Transfer with related documentation to the National Archives annually when 30 years old or sooner if negotiated with NARS. Automated <u>MODE</u> <u>System</u> (<u>MO</u>)		
20.	<u>Overseas Presence of the United States Master</u> -- This on-line series provides the Department with information on United States Government personnel positions overseas. Management Operations uses this information to prepare reports on United States Government positions on a country, regional, and worldwide basis. Data includes activity identification; sponsoring agency, country, and State Department organizational code; whether U.S. direct hire or contract position; and whether the position is filled or vacant. The series also includes data on the number of U.S. volunteers assigned overseas. Disposition· DISPOSABLE. DESTROY when active agency use ceases. <u>Position</u> <u>Control</u> <u>System</u> (<u>MP</u>)		
21.	<u>Position Control Master</u> -- This on-line series contains data on each American personnel position in the State Department on a worldwide basis. Management Operations uses this data to monitor and control movement of positions within the Department over periods of time and provide accurate and up-to-date reporting of actual and authorized position strength. Data includes the position identification number, appropriation code, office code, funding code, fiscal year, allotment code, occupation position title, grade level, type of position and whether occupied or vacant, and skill codes. Disposition: DISPOSABLE. DESTROY when active agency use ceases.		

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22.	Foreign Service Nationals Master -- This on-line series contains information on each foreign national employed by the State Department. Management Operations uses the data to make resource decisions for overseas posts. Data includes the employee's name; position identification, location, and grade level; skill codes; and actual salary of employee. Disposition· DISPOSABLE. DESTROY when active agency use ceases.		
	Name Check System (NC)		
23.	Name Check History Master -- This series contains a yearly listing of requests by Passport and Visa Office personnel to query the Passport and Visa Lookout systems (see items 26-27 and 36-37, this schedule). The listing provides statistical data for the Bureau of Consular Affairs. Disposition: DISPOSABLE. DESTROY when active agency use ceases.		
	Secretary's Open Forum (OF)		
24.	Secretary's Open Forum Master -- This on-line series contains a listing of individuals who participate in the Secretary's Open Forum lecture series. Data includes names and addresses of actual and prospective participants and interest codes for each individual. Disposition: DISPOSABLE. DESTROY when active agency use ceases.		
	Personnel Management System (PE)		
25.	Employee Master -- This on-line series provides comprehensive employment and payroll data for each Department employee. Employment data is updated for each personnel-related action. The series thus provides the most current possible information on all employees. Data includes name, social security number,		

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	sex, citizenship, marital status, number and birth dates of children, date and place of employee's birth; career data such as educational levels, colleges attended, major subjects, skill codes, foreign language training and examination scores, and preferences for career, geographical areas, functional areas, foreign languages, and training; job history data such as current position, title, grade, location and inclusive dates, previous assignments, including grades and dates, and data on employees and potential employees whose assignments are pending; payroll data, including accounting and paystub information; and additional data, such as awards, disciplinary actions, and medical limitations of employee and family members. The series has been collected since 1971. Magnetic tape copies of the on-line disc file were created every six months until mid-1980, and thereafter on a monthly basis.		

Estimated current volume: 52 reels of magnetic tape. Annual accumulation: 12 reels (one reel each month).

Disposition:

    a. Magnetic tape copies reflecting December personnel data for each calendar year, beginning December, 1971:

        PERMANENT. Transfer with related documentation to the National Archives annually when 30 years old or sooner if negotiated with NARS.

    b. All other magnetic tape copies:

        DISPOSABLE. DESTROY when active agency use ceases.

        Passport Lookout System (PL)

26. Passport Lookout Master -- This on-line series assists Passport Office staff in determining those individuals to whom a passport should be issued or denied. It also identifies those individuals who have been denied passports. Data includes name of the applicant, alias names, date and place of birth, date denied passport, and reason(s) for denial.

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26.	Disposition: DISPOSABLE. DESTROY when active agency use ceases.		
27.	Passport Lookout Index -- This on-line series provides rapid access to names in the Passport Lookout Master. Searches may be by name (soundex coded), date of birth, or passport office. A pointer provides access to the appropriate record in the Passport Lookout Master. Disposition: DISPOSABLE. DESTROY when active agency use ceases. Passport Statistics System (PT)		
28.	Passport Statistics Master -- This series contains monthly data on individuals issued passports based on a ten percent sample of such individuals. Data is used to generate reports on the characteristics of passport recipients and the nature of overseas travel by American citizens. Data includes name of passport recipient, address, number of children, age, sex, occupation, SMSA code, travel itinerary and mode of transportation. Disposition: DISPOSABLE. DESTROY when active agency use ceases. Public Affairs Contact and Mailing System (PU)		
29.	Public Affairs Mailing List Master -- This on-line series contains a listing of names of individuals and institutions worldwide receiving information disseminated by the Bureau of Public Affairs. Data includes special interest and mail group codes to identify appropriate recipients and facilitate mailings. Disposition: DISPOSABLE. DESTROY when active agency use ceases.		
30.	Public Affairs Speaker Tracking Master -- This on-line series contains a listing of Department speakers on various topics, and enables the Bureau of Public		

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30.	Affairs to maintain an accounting of speaking engagements, sponsoring institutions, and speakers. Data includes name of speaker, event, topic, sponsor, and expenses related to the speaking engagement. Disposition: DISPOSABLE. DESTROY when active agency use ceases. Secretariat Automated Data Index System (SADI) (SA)		
31.	SADI Index Master -- This on-line series is a document locator and control data base for the principal records of the Office of the Executive Secretariat. It provides index records describing the contents, location, and action status of documents addressed to the Secretary of State. The purpose of SADI is to track individual incoming and outgoing documents as they flow through the Office of the Executive Secretariat and between this office and action offices throughout the Department. Personnel in the Executive Secretariat create index records which are updated as the documents move through various action phases. Users can identify and locate the appropriate documents through the SADI Index Master by structuring logical queries at the computer terminal (CRT). Data includes document identification, date it entered the system, type of document or study, principal officer receiving the document, classification, title, organization to which it refers, up to six subject terms, cross references, routing and distribution data, downgrade information, and whether the document was sent to the White House and its status. A record set of documents indexed in SADI is maintained on microfilm by the Office of the Executive Secretariat. Some, but not all of these records -- mostly telegrams -- are available on a delayed basis in the Foreign Affairs Information System (FAIS). SADI index records have accumulated since 1969. Estimated current volume: six reels of magnetic tape. Annual accumulation: one reel. Disposition: PERMANENT. Retain on magnetic tape data purged from disc. Transfer with related documentation to the National Archives with the microfilmed documents		

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	of the Office of the Executive Secretariat to which they relate.		

Security Name Check System (SN)

32. Security Name Check Master -- This series contains a listing of all individuals investigated by the Security Office. The file is used primarily as an index to Security Office investigative case files. Most records contain the names of individuals who have undergone security clearance background investigations. Other records contain the names of individuals investigated for terrorist activities, passport and visa fraud, and other illegal activities. Data includes name and date of birth.

Disposition: DISPOSABLE. DESTROY when active agency use ceases.

Security Violations System (SV)

33. Security Violations Master -- This on-line series contains information on all State Department employees worldwide and some non-State Department employees who have had security violations. It is used by the Department to provide effective maintenance of security violation information and timely notification of such violations to affected employees. Data includes name of the employee, whether State Department or another agency employee, date of violation, post or office location, nature of the violation, and action taken.

Disposition: DISPOSABLE. DESTROY when active agency use ceases.

Tracking/Locator System (TL)

34. Tracking/Locator Master -- This on-line series contains data on the movements of principal officers of the Department, foreign dignitaries visiting the United States, certain United States representatives overseas, and the protective security details assigned to them.

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	The Security Office also uses the data base to track security officers posted or traveling overseas. There are two types of records in the series: a header record, including such data as name of protectee, title, description (location) of detail, and the name of the security agent in charge; and an itinerary record, including the dates, times, and places of a protectee's arrival or departure. There may be more than one itinerary record for any one header record. Disposition· DISPOSABLE. DESTROY when active agency use ceases.		

User Created Files System (UC)

| 35. | User Created Master Files -- This on-line series consists of data sets created by Department analysts with access to certain computer terminals who assemble, manipulate, and retrieve data available to them through the terminal. Users may place texts of telegrams from the Foreign Affairs Information System (FAIS) in their disc file, attach comments to such telegram texts, and create narrative separate from these comments to the telegram texts. Disposition: | | |

    a. Data sets consisting wholly of information that is duplicated in Department machine-readable records covered by this schedule or disposable under General Records Schedule 20:

       DISPOSABLE. DESTROY when active agency use ceases.

    b. All other data sets.

       RETAIN on magnetic tape. SUBMIT SF 115 (request for Records Disposition Authority) ANNUALLY, with itemized descriptions of data sets created during the previous 12 months.

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	<u>Visa Lookout System</u> (<u>VL</u>)		
36.	<u>Visa Lookout Master</u> -- This on-line series assists visa officers located at posts throughout the world in determining those individuals to whom a visa should be issued or denied. The system functions similarly to the Passport Lookout System (see items 26-27, this schedule) by identifying individuals who have been denied visas. Data includes name of the applicant, alias names, date and place of birth, date denied visa and reason(s) for the denial. Disposition: DISPOSABLE. DESTROY when active agency use ceases.		
37.	<u>Visa Lookout Index</u> -- This on-line series provides rapid access to names in the Visa Lookout Master. Searches may be by name (soundex coded), date of birth, or visa office. A pointer provides access to the appropriate record in the Visa Lookout Master. Disposition: DISPOSABLE. DESTROY when active agency use ceases.		
	<u>Visa Work Measurement System</u> (<u>VM</u>)		
38.	<u>Visa Work Measurement Master</u> -- This series provides a description of the workload and staffing for the Visa Office and regional bureaus. Reports enable the Visa Office to project staffing requirements for visa sections in posts around the world. Data includes the post, country, visa category, number of visas processed, and time spent on each category of visa. Disposition: DISPOSABLE. DESTROY when active agency use ceases.		
	<u>Visa Statistics System</u> (<u>VS</u>)		
39.	<u>Cumulative Year-to-Date Visa Statistics Master</u> -- This series contains data supplied by the Visa Office on the number of immigrant and non-immigrant visas issued and refused by country and post. Data is used		

115-203   Four copies, including original, to be submitted to the National Archives

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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
	to produce monthly and annual reports that analyze the changing nature of immigration. Disposition: DISPOSABLE. DESTROY when active agency use ceases. ___External Research System (XR)___		
40.	___External Research Master___ -- This series contains an annual inventory for the years 1974-1977 of Federal Government-supported research projects concerning foreign affairs. Data was accumulated from approximately fifteen agencies, and identifies the project, supporting agency, amount of funding, and the organization or individual conducting the project. Data was used to generate published reports, sorted by region. Disposition: DISPOSABLE. DESTROY when active agency use ceases.		

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