

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**  
(See Instructions on reverse)

LEAVE BLANK

JOB NO.

N1-84-89-3

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

DATE RECEIVED

3-6-89

1. FROM (Agency or establishment)

NOTIFICATION TO AGENCY

**Department of State**

2. MAJOR SUBDIVISION

In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.

**Refugee Programs**

3. MINOR SUBDIVISION

**RP/EX**

4. NAME OF PERSON WITH WHOM TO CONFER

5. TELEPHONE EXT.

DATE

ARCHIVIST OF THE UNITED STATES

**Pat Magin**

**647 - 6021**

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; and that written concurrence from the General Accounting Office, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached.

A. GAO concurrence:  is attached; or  is unnecessary.

B. DATE 1/24/89	C. SIGNATURE OF AGENCY REPRESENTATIVE <i>Kathleen M. Lannon</i>	D. TITLE Kathleen M. Lannon Chief, Records Management Staff
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7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARS USE ONLY)
1.	<p>Refugee Records at the Refugee Data Center in New York.</p> <p>Refugee records include biographic and demographic information pertaining to applicants, information on applicant's voluntary agency sponsorship, and information on their travel arrangements to the United States.</p> <p>a. Voluntary Agency Sponsorship Assurances.</p> <p>Dispose of two years after entry into the U.S. or other final action on the case.</p> <p>b. Biographic information and Arrival Information.</p> <p>Dispose of four years after entry into the U.S. or other final action on the case.</p>		
2.	<p>Refugee Records at Overseas Locations.</p> <p>Case files on refugees consist of refugee and visa application forms; biographic and demographic information pertaining to applicants (such as family trees and documents of identify); letters from interested parties; communications between U.S. embassies, U.S. consulates, Joint Voluntary Agencies, U.S. Government agencies, international organizations, foreign missions, and other interested parties regarding the processing of applicants; and adjudicator's notes on the case.</p>		

**REQUEST FOR RECORDS DISPOSITION AUTHORITY – CONTINUATION**

JOB NO.

PAGE

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	<p>a. Case files on departed refugees maintained by originating post.</p> <p>Retire to inactive file upon individual's departure to the U.S. After three years of inactivity, destroy case files except for one copy of the family tree information, basic bio data sheet, and any adjudicator's notes and special information deemed essential for future relative's claims. These items will be retained either in hard copy or in microfilm, but not both.</p> <p>b. Case files forwarded to another Post.</p> <p>If a case has been forwarded to another post for processing and the forwarding post is maintaining records on that case, the receiving post may destroy the entire case file one year after departure.</p> <p>c. Denied cases.</p> <p>Retire to inactive file at time of denial. After ten years, destroy case files except for one copy of the family tree information, basic bio data sheet, and any adjudicator's notes and special information deemed essential for future relative's claims. These items will be retained either in hard copy or in microfilm, but not both.</p>	3	OF