

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK

JOB NO.

N1-8490-1

DATE RECEIVED

10/11/89

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

1. FROM (Agency or establishment)
Department of State

NOTIFICATION TO AGENCY

2. MAJOR SUBDIVISION
All Foreign Service Posts

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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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

3. MINOR SUBDIVISION
Refugee Records

4. NAME OF PERSON WITH WHOM TO CONFER

Pat Magin

5. TELEPHONE EXT.

647 - 6021

DATE

3/5/90

ARCHIVIST OF THE UNITED STATES

[Signature]

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 _____ 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

10/4/89

C. SIGNATURE OF AGENCY REPRESENTATIVE

Kathleen Lannon

D. **Kathleen M. Lannon**

Chief, Records Management Staff

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 GRS OR SUPERSEDED JOB CITATION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)

See Attachment for description

Blocks 2 and 3 changed per telephone conversation of October 11, 1989 between Pat Magin (FAIM/RM) and David Langbart (NIRM).

David A Langbart
10/11/89

Refugee Records at Overseas Locations.

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 identity); letters from interested parties; communications between U.S. embassies, U.S. consulates, U.S. Government agencies, international organizations, foreign missions, and other interested parties regarding the processing of applicants; and adjudicator's notes on the case. Active files should be preserved in a manner that would prevent deterioration of these records until such time that the applicants are processed or denied and then transferred to inactive status or microfilmed.

1. Orderly Departure Program (ODP) Case Files

- a. Completed case files on departed refugees maintained by originating post.

Closed cases should be microfilmed intact and upon verification of the quality, pertinent papers (e.g., birth certificate, marriage license, etc.) should be sent to the refugee and all other paper copies should be destroyed. Post should provide one archival backup copy of all microfilm to FAIM/RSC for storage in case of disaster or accidental destruction. Post should retain another set of microfilm until the termination of the Resettlement Program. All microfilm should then be retired to FAIM/RSC for 10 years and destroyed.

- b. Case files forwarded to another post.

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.

2. ODP Inactive Case Files.

Case files of persons who have withdrawn, been rejected or have disappeared. These records are used in adjudicating new refugee and immigration applications or if the individual reactivates his petition.

- a. Paper records.

Retain indefinitely at post until the termination of the Resettlement Program and then destroy.

- b. Case files that have been microfilmed.

- (1) Paper records.

Destroy upon verification of microfilm.

- (2) Microfilm.

Post should provide one archival backup copy of all microfilm to FAIM/RSC for storage in case of disaster or accidental destruction. Retain second set indefinitely at post until the termination of the Resettlement Program and then destroy.

3. **Refugee Program Case Files.**

All other case files on persons admitted into the United States as refugees under the Refugee Resettlement Program. These items will be retained either in hard copy or in microfilm, but not both.

a. **Paper files.**

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 relatives' claims. Retain until termination of refugee program and then destroy OR retire to FAIM/RSC 10 years after departure of refugee and destroy 20 years after departure of refugee to US.

b. **Microfilm files.**

Post should provide one archival backup copy of all microfilm to FAIM/RSC for storage in case of disaster or accidental destruction. Case files that have been converted to microfilm, retain second set until termination of refugee program and then destroy OR retire to FAIM/RSC 10 years after departure of refugee and destroy 20 years after departure of refugee to US.

c. **Case files forwarded to another post.**

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.

d. **Denied cases.**

Retire to inactive file (original or duplicate file) at time of denial. After time of denial, depending upon post's requirements, case files can be retained intact or screened except for one copy of the family tree information, basic bio data sheet, any adjudicator's notes and any other special information deemed essential by the post for future claims. These items will be retained either in hard copy or in microfilm, but not both, until termination of refugee program and then destroy.

4. **Automated Refugee Tracking System (ARTS)**

Information system designed to assist posts in processing refugees based on local necessities and requirements. Information maintained on this system identifies key elements from refugee case files, i.e., name, date of birth, alien number, case number, exist visa, etc.

a. **Closed case files.**

With one year of (but not before fiscal year end) departure of refugee, transfer to backup diskette and/or card file and delete information from the database.

b. **Reports generated by the system.**

Destroy when obsolete or no longer needed.

5. **Electronic Database**

Electronic information on all individuals who have applied for refugee status and requested permission to leave their country. This includes all systems maintained by JVA offices and ODP. Information tracks the individual throughout the process from initial application thru departure. Information is obtained from refugees' case files.

- a. **Bio data and case processing information.**

Retain until termination of the Refugee Resettlement Program and Orderly Departure Program and then destroy.

- b. **Reports.**

Destroy when obsolete, but no later than one year from creation.