


REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>		LEAVE BLANK	
TO GENERAL SERVICES ADMINISTRATION NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408		JOB NO N1-84-91-2	DATE RECEIVED 3-13-91
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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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 Consular Records			
4 NAME OF PERSON WITH WHOM TO CONFER Ronald E Hampton	5 TELEPHONE EXT 647 - 3533	DATE 3/26/91	ARCHIVIST OF THE UNITED STATES 

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 3 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 3/12/91	C SIGNATURE OF AGENCY REPRESENTATIVE 	D TITLE Betty Bates Acting Chief, Records Management
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7 ITEM NO	8 DESCRIPTION OF ITEM <i>(With Inclusive Dates or Retention Periods)</i>	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN <i>(NARS USE ONLY)</i>
1	<p>VISA SERVICES</p> <p>Visa Refusal Cases</p> <p>a. Cases of Living Applicants.</p> <p>(1) Category One cases refused or presumed ineligible on the basis of Sections 212(a) (1), (2), (3), (4), (5), (9), (10), (12), (13), (19), (22), (23), (27), (28), (29), (31) and (34) of the Immigration and Nationality Act, with related lookout cards Form OF-183 (FS-247).</p> <p>Retain at post until alien is 90 years of age or older and there has been no visa activity for the past 10 years, at which time destroy.</p> <p>(2) Category One cases refused or presumed ineligible on the basis of Section 212(a) (33) of the Immigration and Nationality Act, with related lookout cards Form OF-183 (FS-247).</p> <p>Retain at post until alien is 100 years of age, then destroy.</p>	(N1-84-88-5)	

Copies sent to agency, NCF 7/1/92

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	<p>(3) Category One cases refused or presumed ineligible on the basis of Section 212(a) (17) of the Immigration and Nationality Act, with related lookout cards Form OF-183 (FS-247).</p> <p>Retain at post for 20 years, then destroy</p> <p>(ALL OF THE ABOVE ARE RESTRICTED SUBJECT TO SECTION 222(f) OF THE IMMIGRATION AND NATIONALITY ACT.)</p> <p style="text-align: center;">AMERICAN CITIZENS SERVICES</p> <p>General Passport and Citizenship Correspondence Files</p> <p>Consists of correspondence concerning the following, and replies thereto:</p> <ul style="list-style-type: none"> a. Requests to examine passport records. b. Inquiries to determine whether or not certain persons have applied for passports, or to determine citizenship status. c. Requests to obtain photographs d. Lists of persons visiting specific countries. e. General passport correspondence pertaining to requests for passports. f. Routine explanations of the legal restrictions on the issuance of passports. g. Requests for information on the condition under which passports are needed h. Requests for delivery of passports. i. Expediting of passport processing. j. Requests for information regarding the availability and cost of transportation. <p>Destroy when 1 year old.</p>	<p>NC1-84-78 -5 item, 1a</p> <p>NN-162-96 items 1 and 4</p>	
3	<p>Routine Passport and Citizenship requests for application blanks, copies of passport rules and regulations, and other travel information.</p> <p>Destroy when reply is made</p>	<p>NN-162-96 item 2</p>	

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7 ITEM NO	8. DESCRIPTION OF ITEM <i>(With Inclusive Dates or Retention Periods)</i>	9 GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN <i>(NARS USE ONLY)</i>
4	<p>Death Case Files</p> <p>Includes pertinent correspondence, copies of Report of Death of an American Citizen Abroad, Form OF-180, Consular Mortuary Certificate, Cremation Certificate, Inventory of Effects, Statement of Account, Vouchers. RECORD COPIES ARE MAINTAINED IN THE DEPARTMENT.</p> <p>Destroy 3 years after the case is closed.</p>	<p>NC1-84-78 -9, item 7</p>	
5	<p>Child Custody Case Files</p> <p>Consists of correspondence and other records pertaining to requests from a distressed parent for assistance in locating child(ren) taken by the other parent, information on available courses of action, monitoring a child's welfare, general information on child custody laws and procedures in the host country.</p> <p>Destroy 5 years after case is closed.</p>		