

REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse)		LEAVE BLANK (NARA use only)	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER N1-84-93-6	DATE RECEIVED 1-13-93
1. FROM (Agency or establishment) Department Of State		NOTIFICATION TO AGENCY	
2 MAJOR SUBDIVISION All Foreign Post		In accordance with the provisions of 44 U.S.C. 3303a the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
3 MINOR SUBDIVISION Refugee And Migration Affairs			
4 NAME OF PERSON WITH WHOM TO CONFER		DATE	
Ronald E. Hampton		1-12-94	
5 TELEPHONE (202) 647-3533		ARCHIVIST OF THE UNITED STATES <i>Cathy Huskamp Peterson</i>	

6 AGENCY CERTIFICATION
I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached 4 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, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies,

is not required; is attached; or has been requested.

DATE 01/11/93	SIGNATURE OF AGENCY REPRESENTATIVE <i>Kenneth E. Rossman</i>	TITLE Department of State Records Officer Kenneth E. Rossman
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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
1.	<p>Refugee Processing Files Registration Cards</p> <p>Consist of information on the action taken with regard to each registrant's application.</p> <p>DISPOSITION: Destroy 2 years after INS interview or date of last action, whichever comes first.</p>	NC-174-256	

Copies to NCF. 5/4/95
Copies sent to NW, NNT, and agency 2/2/94

2. Refugee Case Files

N1-84-90-1

Consist of refugee and visa application forms, biographic and demographic information pertaining to applicants (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 files should be transferred to inactive status or microfilmed. These items should be retained either in hard copy or in microfilm, but not both. In the event the files are forwarded to another post, they should be forward intact.

A. Approved Cases

1. Paper Files.

DISPOSITION: Retire to OIS/RA/RSC when 2 years old.
Destroy when 10 years old.

2. Microfilm

DISPOSITION: Retire master copy to OIS/RA/RSC for storage in case of disaster or accidental destruction. Destroy diazo copy when 2 years old. Destroy master copy when 10 years old.

B. Closed Cases

Case files of refugees that are deceased; have gone to the United States in other than refugee status; resettled in another country; or withdrawn their application.

DISPOSITION: Destroy 2 years after date of last activity.

C. Denied Cases

At time of denial case files can be retained intact or screened, except for 1 copy of the family tree information deemed essential by the post for future claims.

DISPOSITION: Retain either in hard copy or in microfilm, but not both. Destroy 2 years after date of last activity.

D. Unprocessed Cases

Cases files that were never presented to INS for interview.

DISPOSITION: Retain either in hard copy or in microfilm, but not both, for 2 years after date of last activity. Then return to applicant or destroy.

3. Orderly Departure Program (ODP) Case Files

N1-84-90-1

A. Completed Cases

Completed case files on departed refugees maintained by the originating post. (NOTE: ODP files which include parolee or immigrant cases should follow Consular Affairs disposition authorities.)

DISPOSITION: Cases should be microfilmed intact and upon verification of the quality, original documents (e.g., birth certificate, marriage license, etc.) should be sent to the refugee and all other paper copies should be destroyed. Post should retire the master copy of microfilm to OIS/RA/RSC for storage in case of disaster or accidental destruction. Destroy diazo copy when 10 years old. Destroy master copy when 20 years old.

B. Inactive Cases

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.

1. Paper Records

DISPOSITION: Retain at post until termination of the Resettlement Program and then destroy. Paper records that have been microfilmed should be destroyed upon verification of microfilm.

2. Microfilm

DISPOSITION: Retire master to OIS/RA/RSC for storage in case of disaster or accidental destruction. Retain master and diazo until termination of the Resettlement Program and then destroy.