

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

TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)  
 WASHINGTON, DC 20408

1. FROM (Agency or establishment)  
 Department of State

2 MAJOR SUBDIVISION  
 All Foreign Service Posts

3 MINOR SUBDIVISION  
 Consular Section

4 NAME OF PERSON WITH WHOM TO CONFER 5 TELEPHONE  
 John A. Cruce 647-7123

**LEAVE BLANK (NARA use only)**

JOB NUMBER  
 NF-84-93-14

DATE RECEIVED  
 8-11-93

**NOTIFICATION TO AGENCY**

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10

DATE 9-15-94 ARCHIVIST OF THE UNITED STATES  
*Cindy Hunkamp*

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 2 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 8/5/93 SIGNATURE OF AGENCY REPRESENTATIVE *Kenneth F. Rossmer* TITLE Records Officer of the Department

7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	SEE ATTACHED SHEET		

*Copies sent to Agency, NNW, NNT* *4/ 7/21/94*

## VISA SERVICES

### 1. Non-Immigrant Visa Reports

Covers both electronic reports (on-line and off-line) and non-electronic paper reports locally created dealing with the Non-Immigrant Visa Computer-Assisted Processing System (NIVCAP) - Records Update Reports: daily visa reports, visas printed, visas spoiled, critical fields, change reports, counterfoils logs, and other related reports.

#### a. On-line electronic reports

**DISPOSITION:** After 1 year, archive a copy of reports onto a disk, tape, CD, or other electronic media. This will allow these records to be used in future fraud investigations. Verify copy. Then destroy/delete on-line reports.

#### b. Locally created paper reports, logs, logbooks, etc. AND Off-line electronic reports archived on disks, tapes, CDs, or other electronic media.

Because the degree of visa fraud varies by post, the Consular Officer shall determine when to destroy reports:

##### (1). Destroy at post if:

###### (a) No fraud problem.

**DISPOSITION:** Destroy after 1 year.

###### (b) Low degree of fraud.

**DISPOSITION:** Destroy after 3 years

##### (2). Retire to RSC after 3 years if:

###### (a) Medium degree of fraud.

**DISPOSITION:** Destroy after 10 years.

###### (b) High degree of fraud.

**DISPOSITION:** Destroy after 20 years.

c. Daily, weekly, or monthly paper printouts of on-line reports.

**DISPOSITION:** Archive a copy of reports onto a disk, tape, CD, or other electronic media. This will allow these records to be used in future fraud investigations. Verify copy. Then destroy paper printouts immediately.