

REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>		LEAVE BLANK (NARA use only)	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER N1-84-94-2	DATE RECEIVED 1/25/94
1 FROM (Agency or establishment) Department of State		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
2 MAJOR SUBDIVISION Foreign Service Posts			
3 MINOR SUBDIVISION Consular Section		DATE <i>for</i> ARCHIVIST OF THE UNITED STATES 2/25/94 <i>James W. Moore</i>	
4 NAME OF PERSON WITH WHOM TO CONFER Pat Magin	5 TELEPHONE 647-6021		
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 <u>2</u> 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, <input checked="" type="checkbox"/> is not required; <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.			
DATE 12/10/93	SIGNATURE OF AGENCY REPRESENTATIVE <i>Kenneth F. Rossman</i>	TITLE Kenneth Rossman Records Officer	
7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	See Attachment	NC1-84-78-5, item 3	
<i>Copies sent agency, 3/7/94</i>			

Visa Subject File

- a. **Routine administrative information on visa issues and activities exchanged between the Department and overseas posts. Contains cables, memorandums, notices, etc.**

Block information by year. Destroy when 3 years old.

- b. **Policy, procedure and precedent files on visa issues.**

Bring current policies and procedures forward to the current year. Destroy when superseded, obsolete or incorporated into 9 FAM.