

| 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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10 | |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| 7 ITEM NO | 8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION | 9 GRS OR SUPERSEDED JOB CITATION | 10 ACTION TAKEN (NARA USE ONLY) |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 Destroy when superseded, obsolete or incorporated into 9 FAM.