REQUEST FOR AUTHORITY
TO DISPOSE OF RECORDS
(See Instructions on Reverse)

TO: GENERAL SERVICES ADMINISTRATION,
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, D.C. 20408

1. FROM (AGENCY OR ESTABLISHMENT)
Department of State

2. MAJOR SUBDIVISION
All Foreign Service Posts

3. MINOR SUBDIVISION
Visa Records

4. NAME OF PERSON WITH WHOM TO CONFER
Paul F Murphy, Jr.

5. TEL. EXT.
632-8806

1 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 [number of pages] page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

Chief, Records Management Staff

(Date)

(Signature of Agency Representative)

 certoife of AGENCY REPRESENTATIVE

7. ITEM NO.

8. DESCRIPTION OF ITEM
(With Inclusive Dates or Retention Periods)

<table>
<thead>
<tr>
<th>ITEM NO.</th>
<th>DESCRIPTION OF ITEM</th>
<th>ACTION TAKEN</th>
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<tbody>
<tr>
<td>1</td>
<td>Forms FS-257, 257a and 257b covering issued nonimmigrant visas.</td>
<td>DESTROY AFTER ONE YEAR EXCEPT IN CASES OF &quot;SPECIAL&quot; VISAS OF ANY CATEGORY, WHICH DESTROY AFTER FOUR YEARS,</td>
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</tbody>
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1 item

2 items

STANDARD FORM 115
Revised November 1970
Prescribed by General Services Administration
FPMR (41 CFR) 101-11.4
115-105