

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

see 115-107 10/14

TO **GENERAL SERVICES ADMINISTRATION,
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408**

1 FROM (AGENCY OR ESTABLISHMENT)
Department of State

2 MAJOR SUBDIVISION
All Foreign Service Posts

3 MINOR SUBDIVISION

4 NAME OF PERSON WITH WHOM TO CONFER
Alice L. Harris

5. TEL EXT
632-8806

LEAVE BLANK	
JOB NO	NC1 84 78 9
DATE RECEIVED	AUG 28 1978
NOTIFICATION TO AGENCY	
In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
Date	Archivist of the United States
Aug. 29, 1978	<i>[Signature]</i>

6 CERTIFICATE OF AGENCY REPRESENTATIVE

I 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 7 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

A Request for immediate disposal.

B Request for disposal after a specified period of time or request for permanent retention.

C DATE 8/18/78	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>William F. Farrell</i> William F. Farrell	E. TITLE Chief, Records Management Staff
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7 ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
1.	Welfare and Whereabouts Case Files. Inquiries concerning the welfare and whereabouts of American citizens abroad. Includes requests for assistance and post replies thereto. Destroy 1 year after the case is closed.	(NN-169-117-item 5)	
2.	Arrest Case Files. Records pertaining to the arrest of an American citizen abroad. Includes documentation of the assistance provided the arrestee and correspondence with interested parties regarding the individual's welfare. Destroy 1 year after the case is closed.	NC-174-190 Item 2b(2)	
3.	Financial Assistance Case Files. Records pertaining to financial assistance rendered to repatriates; the transmission of private funds to destitute American citizens abroad; and communications regarding the coordination of the medical evacuation of non-official American citizens from abroad.	NC-174-190 Item 2b(2)	

39 items

9-1-78 MGY sent to Agency

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO	8 DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
	<p>Destroy 1 year after the case is closed.</p>		
4.	<p>Requests and Inquiries Regarding the Transmittal of Funds, Documents, Packages and Telegrams for Private Interests Abroad.</p> <p>Consists of correspondence from private individuals and firms together with copies of the private telegrams transmitted, and letters of acknowledgement, reply and transmittal from the Department. Excludes records related to financial assistance in connection with repatriation from abroad.</p> <p>Destroy 90 days after last action.</p>	NC-174-190 Item 2b(2)	
5.	<p>Accounts Communications.</p> <p>Communications with the Department of State regarding the waiver of fees, rates of exchange, and related matters.</p> <p>Destroy when 1 year old.</p>	NC-174-190 Item 2b(2)	
6.	<p>Property Claims Case Files.</p> <p>Correspondence regarding the protection of property and other interests owned by American citizens abroad.</p> <p>a. Private trade complaints.</p> <p>Destroy 90 days after last action.</p> <p>b. Inquiries regarding the procedures for instituting claims.</p> <p>Destroy 90 days after last action.</p> <p>c. Claims actions involving foreign government restitution or compensation.</p> <p>Destroy 1 year after the case is closed.</p>	NC-174-190 Item 2b(2)	
7.	<p>Death Case Files.</p> <p>Communications pertaining to the death of an American citizen abroad. Includes copies of "Report of Death of an American Citizen" (Form FS-192), Consular Mortuary Certificate, Death Certificate, Inventory of Effects,</p>	(NC-84- 75-1)	

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7 ITEM NO	8 DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
	<p>Statement of Account, vouchers. RECORD COPIES ARE MAINTAINED IN THE DEPARTMENT.</p> <p>Destroy 3 years after the case is closed.</p>		
8.	<p>Notarial Services Case Files.</p> <p>Records of notarial services performed by Consular officers abroad. Includes authenticating documents and administering oaths.</p> <p>Destroy 90 days after last action.</p>	(II, NN-3544, item 20)	
9.	<p>Judicial Services Case Files.</p> <p>Correspondence pertaining to inquiries and assistance rendered in connection with private and governmental legal proceedings.</p> <p>Destroy 1 year after the case is closed.</p>	(II, NN-3544, item 21)	
10.	<p>Trials of U.S. Servicemen.</p> <p>Case files relating to trials of U.S. servicemen, members of the civilian component and their dependents subject to military law by courts in foreign countries. Included are copies of authenticated documents, trial observer's reports and related communications with the military, the host government and the Department.</p> <p>Destroy 1 year after the case is closed.</p>	(NN-163-159, item 3)	
11.	<p>Cases Pertaining to Fraudulent Schemes and Swindlers.</p> <p>Records of inquiries or complaints pertaining to fraudulent schemes and swindlers, including cases of encashment of U.S. Government checks, the whereabouts of suspected smugglers and confidence men, and the whereabouts of persons owing money to hotels and others.</p> <p>Destroy 1 year after the case is closed.</p>	(NN-169-117, item 4)	
12.	<p>Lists of Local Attorneys.</p> <p>Correspondence and transmittal letters relating to the preparation of lists of local attorneys.</p>	(NN-169-117, item 6)	

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13.	<p>Destroy after submission of new list.</p> <p>Automobile Registration and Issuance of License Plates.</p> <p>Correspondence regarding the registration of automobiles and the issuance of license plates for vehicles owned by American citizens abroad.</p> <p>Destroy when 1 year old.</p>	(II-NNA-3, item 21)	
14.	<p>Federal Benefits and Services Case Files.</p> <p>Communications to and from the Social Security Administration and other Government agencies (except the Veterans Administration), private individuals, and local government officials concerning checks, physical examinations and other matters pertaining to persons applying for or receiving Federal benefits and services from the U.S. Government. Includes copies of transmittal letters covering forms, reports and other items sent to or received from Federal agencies of the United States.</p> <p>Destroy 1 year after the case is closed.</p>	(NN-169-117, item 3)	
15.	<p>Requests of Government Agencies for Miscellaneous Facilitative Services.</p> <p>Communications with U.S. Government agencies regarding requests for facilitative services, including distribution of forms, procurement of samples of foreign products and foreign government publications, forwarding checks to and from Americans, obtaining addresses of pensioners and firms, and transmitting messages to their personnel overseas.</p> <p>Destroy 90 days after last action.</p>	NC-174-190 Item 2b(2)	
16.	<p>Veterans' Case Files.</p> <p>Includes correspondence with the Veterans Administration pertaining to the problems and claims of individual veterans such as:</p> <p>a. Transmittal of copies of such correspondence and Veterans Administration forms and instructions to overseas posts having jurisdiction over the area in which the</p>	(NN-169-117, item 1)	

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17.	<p>veteran concerned resides.</p> <p>b. Telegrams, airgrams and other types of communications from the posts to the Department providing the information requested by the Veterans Administration, and submitting necessary citizenship documents and other forms filled out by the veteran concerned, his relatives, legal guardian or attorney.</p> <p>c. Correspondence and transmittal letters regarding the disbursement of funds by the post's disbursing officer to veterans on behalf of the Veterans Administration.</p> <p>d. Memoranda from diplomatic and consular representatives of other nations in the United States to the Department requesting assistance on behalf of foreign nationals claiming benefits as relatives of United States veterans and replies thereto, usually transmitting copies of correspondence from the Veterans Administration relating to the particular case.</p> <p>IMPORTANT: DO NOT destroy records of a general policy or procedural nature pertaining to relationship with the Veterans Administration; documents and/or forms filled out by veterans and transmitted to the Veterans Administration through Department of State channels.</p> <p>Destroy 1 year after the case is closed.</p> <p>Selective Service Case Files.</p> <p>Records relating to the registration of American citizens abroad under the Universal Military Training and Service Act, when it is in effect. Includes communications, copies of forms and other papers regarding registration requirements and procedures, physical examinations, inductions, and requests for and the transmittal of forms for the Selective Service System.</p> <p>Destroy 1 year after the registrant's 26th birthday.</p>	(NN-169-117, item 2)	

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7 ITEM NO	8 DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
18.	<p>Shipping and Seamen Files.</p> <p>Consist of the following:</p> <ul style="list-style-type: none">a. Shipping Articles (Forms CG-705 and CG-705a); Certified Crew Lists (Form 1-418); and Amendments to Shipping Articles and Certified Crew Lists, including the Seaman Action Certificate (Form FS-463).b. Documentation pertaining to Ship's Papers, including: Receipts for Ship's Papers; Withholding of Ship's Papers; Reports on Ship's Papers Left at Post; and Reports on Failure to Deposit Ship's Papers.c. Register of Shipping and Seamen, including: Form FS-281a, Journal of American Ships; Form FS-281b, Recapitulation; and Form FS-281c, Index.d. Reports of Violations of the International Load Line Convention of 1948.e. Marine Notes of Protest (Form FS-281d).f. U.S. Merchant Seamen's Allotment Note (Form CG-722).g. Documents pertaining to the Appointment of a New Master; and Reports on the Removal of a Master when Consular officers assist.h. Reports on Cruel or Unusual Treatment to Seamen Resulting in Alleged Desertions; and Reports on Desertions.i. Payroll Records, including Forms FS-164 and FS-164a; and documentation of Doubtful Cases of Extra Wages.j. Certificates of Discharge, including Forms CG-718a, Certificate of Discharge, and CG-718e, Record of Entry in Continuous Discharge Book.k. Reports on Serious Crimes or Misdemeanors committed by seamen on U.S. vessels on the high seas or at foreign ports, or by American	(NN-169-117, items 7-33)	

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	<p>seamen ashore in foreign ports; and Reports on Protests Made Against Foreign Government Intervention in jurisdiction over such cases.</p> <p>1. Reports of Illegal Discharge of Seamen.</p> <p>m. Obligations to Carry Destitute Seamen, including Forms FS-24 and FS-24a; and Documentation of Charges for Transporting Seamen, including Form FS-84.</p> <p>n. Receipts for Effects of a Deceased Seaman, including Form FS-85.</p> <p>o. Reports on Ship Disasters.</p> <p>p. Reports on Salvage Cases.</p> <p>q. Reports on Rescues of American Seamen and Citizens from shipwrecks or other catastrophes at sea; and Accounting for Cash Awards in acknowledgement of rescues, including Forms FS-170 and FS-170a.</p> <p>r. Records pertaining to the purchase, transfer, or sale of U.S. vessels abroad, including copies of the Provisional Certificate of Registry (Customs Form 1266-A), the Certificate of American Ownership, and the Approval of Maritime Administration for Sale of American Vessels Abroad (Maritime Form MA-29), and related documents.</p> <p>Destroy when 1 year old.</p>		