REQUEST FOR RECORD DISPOSITION AUTHORITY
(See Instructions on reverse)

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

1 FROM (AGENCY OR ESTABLISHMENT)
   Department of State

2 MAJOR SUBDIVISION
   Foreign Service Post- Manila

3 MINOR SUBDIVISION
   Schedule only applies to AmEmb Manila

4 NAME OF PERSON WITH WHOM TO CONFER
   Louis Day

5 TEL EXT
   28806

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 2 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 3-15-82

D SIGNATURE OF AGENCY REPRESENTATIVE

E TITLE Chief, Records Management Staff

F DESCRIPTION OF ITEM

7 ITEM NO

8 (With Inclusive Dates or Retention Periods)

This Certifies that the records described on this form shall be microfilmed in accordance with the standards set forth in 41 CFR-11.504.

Facilities meeting the standards of FPMR 101-11.506 will be used to store the microfilm. The first inspection of microfilm required by FPMR 101-11.506-8 will be conducted March 13, 1984.

1. Approved petitions, INS form I-130 (petition to classify status of alien relative for issuance of Immigrant Visa), Form I-140 (Petition to classify Preference Status of Alien on basis of Profession or Occupation), and I-600 (petition to classify Orphan as an Immediate Relative), with supporting documents.

   a. Paper records (I-130, I-140, I-600) and supporting documents

   (1) Destroy after it has been ascertained that reproduced copies have been DC

STANDARD FORM 115
Revised April 1, 1975
Prescribed by General Services Administration
FPMR (41 CFR) 101-114
<table>
<thead>
<tr>
<th>ITEM NO.</th>
<th>DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)</th>
<th>SAMPLE OR JOB NO.</th>
<th>ACTION TAKEN</th>
</tr>
</thead>
</table>

made in accordance with GSA regulations and are adequate substitutes for the paper records.

(2) Microfilm Copies

- **PERMANENT**: Copy to be retained by Post until no longer needed. When no longer needed by Post, microfilm is to be returned to INS.