

REQUEST FOR RECORDS POSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK	
JOB NO NCI-84-83-3	
DATE RECEIVED 8-24-83	
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
30 AUG 1983 Date	<i>[Signature]</i> Archivist of the United States

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

1 FROM (AGENCY OR ESTABLISHMENT)
Department of State

2 MAJOR SUBDIVISION
Selected Foreign Service Posts

3 MINOR SUBDIVISION

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

5. TEL EXT
632-8806

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 8/19/83	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i> Paul Murphy	E. TITLE Actg. Chf., 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,	<p>Case Files on Southeast Asian Refugees.</p> <p>Consist of name files of Southeast Asian refugees who are applying for immigration into the United States. Applications for refugee status are adjudicated by staff of the special Refugee Section at American Embassy Bangkok and at small, independent offices at other Southeast Asian posts; and applications for either refugee or immigrant status are adjudicated by consular officers assigned to the Orderly Departure Program office of the Embassy Bangkok Consular Section.</p> <p>Completed cases are referred to local representatives of the Immigration and Naturalization Service for final approval. Files of some applicants may later be used as an "anchor" to support admission of other family members.</p> <p>In addition to the application for admission, files include original documents of identity such as birth, baptismal and marriage certificates; affidavits of support; family trees; and related case correspondence.</p> <p>a. Orderly Departure Program Case Files on persons granted either immigrant or refugee status for</p>	<p>II-NN-3342, Item 6</p> <p>and</p> <p>NC-174-198, Item 3b</p> <p>RMH(B) Item 12006</p>	

To Agency
6-28-83

MASS DATA CHANGE SHEET NOT REQUIRED
NCW sent 9-12-83 by DMW.

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>admission into the United States.</p> <p>Retire to inactive file upon individual's departure from Thailand. Transfer to Federal Records Center in blocks at end of calendar year in which visa is issued. Destroy 10 years after visa is issued.</p> <p>b. Case Files on persons granted refugee status for admission into the United States.</p> <p>(1) Files that have not been microfilmed or for which the microfilm was produced without quality controls (that produced prior to January 1982).</p> <p>Retire to inactive file upon individual's departure for the United States. Transfer to Federal Records Center in blocks at end of calendar year in which visa is issued. Destroy 10 years after visa is issued.</p> <p>(2) Case files that have been microfilmed.</p> <p>(a) Destroy paper documents upon verification of microfilm. (b) Retain microfilm at post until no longer needed.</p>		