

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**

*(See Instructions on reverse)*

LEAVE BLANK

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

JOB NO.  
NC1-84-85-1

DATE RECEIVED  
10-29-84

1. FROM (Agency or establishment)

Department of State

2. MAJOR SUBDIVISION

Selected Foreign Service Posts

3. MINOR SUBDIVISION

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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.

4. NAME OF PERSON WITH WHOM TO CONFER

Alice L. Harris

5. TELEPHONE EXT.

632-8806

DATE

Oct 31, 84

ARCHIVIST OF THE UNITED STATES

*Robert W. Vane*

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; and that written concurrence from the General Accounting Office, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached.

A. GAO concurrence:  is attached; or  is unnecessary.

B. DATE	C. SIGNATURE OF AGENCY REPRESENTATIVE	D. TITLE
10/23/84	<i>Paul E. Murphy</i>	Acting Chief Records Management Staff

7. ITEM NO.	8. DESCRIPTION OF ITEM <i>(With Inclusive Dates or Retention Periods)</i>	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN <i>(NARS USE ONLY)</i>
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.</p> <p>(1) Files on persons granted immigrant status for admission into the United States.</p> <p>Retire to inactive file upon individual's</p>	NC1-84-83-3	<p>(See also RMHA Item 140002a and RMHB Item 09201a) <i>5 items</i></p>

115-108  
*To Agency 2 Nov 84*

NSN 7540-00-634-4064

**MASS DATA CHANGE SHEET NOT REQUIRED**

STANDARD FORM 115 (REV. 8-83)  
Prescribed by GSA  
FPMR (41 CFR) 101-11.4

departure from Thailand. Destroy six months after visa is issued.

- (2) Files on persons granted refugee status for admission into the United States.

Retire to inactive file upon individual's departure from Thailand. Retire to Records Service Center at end of calendar year in which travel documentation is issued. Destroy when 5 years old.

b. Refugee Program Case Files.

Includes all other case files on persons admitted into the United States as refugees.

- (1) Files that have not been microfilmed or for which the microfilm was produced without quality controls (that produced prior to January 1982).

Retire to inactive file upon individual's departure from Thailand. Transfer to Federal Records Center in blocks at end of calendar year in which travel documentation is issued. Destroy 10 years after travel documentation is issued.

- (2) Case files that have been microfilmed.

- (a) Paper records.

Destroy upon verification of microfilm.

- (b) Microfilm.

Retain at post until no longer needed.

9. GRS OR  
SUPERSEDED  
JOB  
CITATION

(See also  
RMHA Item  
250004b)

10. ACTION  
TAKEN  
(NARS USE  
ONLY)