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NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
Request for Records Disposition Authority

Records Schedule: DAA-0057-2011-0001

Request for Records Disposition Authority

Records Schedule Number DAA-0057-2011-0001
Schedule Status Returned Without Action

Agency or Establishment U.S. Geological Survey
Record Group / Scheduling Group Records of the U.S. Geological Survey
Records Schedule applies to Major Subdivision
Major Subdivision Geospatial Information Office
Minor Subdivision Information Technology and Security Office
Schedule Subject Passport and Visa Records
Internal agency concurrences will be provided No

Background Information Records to cover passports and visas. USGS had an IG inspection and we were instructed to destroy passport application files upon issuance of the passports and visas. This is a deviation from the GRS. A copy of the IG report can be provided to NARA, if desired.

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
0	0	0	5

GAO Approval

0001

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Outline of Records Schedule Items for DAA-0057-2011-0001

Sequence Number	
1	Passports and Visa Records
1.1	Application Files Disposition Authority Number: DAA-0057-2011-0001-0001
1.2	Registers, Reports and Related Files Disposition Authority Number: DAA-0057-2011-0001-0002
1.3	Passport Record System Disposition Authority Number: DAA-0057-2011-0001-0004
1.4	Visa Records Disposition Authority Number: DAA-0057-2011-0001-0005
1.5	Communications with Department of State Disposition Authority Number: DAA-0057-2011-0001-0006

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Records Schedule Items

Sequence Number	
1	Passports and Visa Records Records relating to official passports and visas. Official passports must be returned to Department of State upon expiration, cancellation, or upon the separation of the employee.
1.1	Application Files Disposition Authority Number DAA-0057-2011-0001-0001 Documents relating to issuance of official passports and visas for USGS employees. Final Disposition Temporary Item Status Withdrawn Is this item media neutral? Yes Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No Do any of the records covered by this item exist as structured electronic data? No Disposition Instruction Cutoff Instruction Unknown Transfer to Inactive Storage Unknown Retention Period Delete/Destroy upon receipt of the passport from the Department of State and issuance to the employee. Additional Information GAO Approval Required and Not Received
1.2	Registers, Reports and Related Files Disposition Authority Number DAA-0057-2011-0001-0002 Contained in the Passport Record System. Final Disposition Temporary Item Status Withdrawn Is this item media neutral? Yes Do any of the records covered by this item currently exist in

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1.3	electronic format(s) other than e-mail and word processing?	
	Do any of the records covered by this item exist as structured electronic data?	Yes
	Disposition Instruction	
	Cutoff Instruction	Unknown
	Transfer to Inactive Storage	Unknown
	Retention Period	Destroy when superseded, obsolete, or no longer needed.
	Additional Information	
	GAO Approval	Not Required
	Passport Record System	
	Disposition Authority Number	DAA-0057-2011-0001-0004
	Electronic database containing records on bureau new/replacement passports after they are received from the Department of State.	
	Final Disposition	Temporary
	Item Status	Withdrawn
	Is this item media neutral?	Yes
	Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	Yes
Do any of the records covered by this item exist as structured electronic data?	Yes	
Disposition Instruction		
Cutoff Instruction	Unknown	
Transfer to Inactive Storage	Unknown	
Retention Period	Delete passport records upon receipt of official notice of separation of the employee or for active employees when passports are canceled or expired and returned to the Department of State.	
Additional Information		
GAO Approval	Not Required	
1.4	Visa Records	

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1.5	Disposition Authority Number	DAA-0057-2011-0001-0005
	Photocopy's of issued visa's.	
	Final Disposition	Temporary
	Item Status	Withdrawn
	Is this item media neutral?	Yes
	Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	No
	Disposition Instruction	
	Cutoff Instruction	Unknown
	Transfer to Inactive Storage	Unknown
	Retention Period	Destroy immediately upon expiration of the visa.
	Additional Information	
	GAO Approval	Not Required
	Communications with Department of State	
	Disposition Authority Number	DAA-0057-2011-0001-0006
	Communications - includes, but not limited to, letters to request a new passport, reissue a passport, or cancel or return a passport.	
	Final Disposition	Temporary
	Item Status	Withdrawn
	Is this item media neutral?	Yes
	Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	No
	Do any of the records covered by this item exist as structured electronic data?	No
Disposition Instruction		
Cutoff Instruction	Unknown	
Transfer to Inactive Storage	Unknown	
Retention Period	Cutoff at the end of the fiscal year.	
Additional Information		
GAO Approval	Not Required	

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Agency Certification

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal in this schedule are not now needed for the business of the agency or will not be needed after the retention periods specified.

Signatory Information

Date	Action	By	Title	Organization
11/30/2010	Certify	Mark Ferguson	Director, Records Management Division	Rocky Mountain Region - Records Management Division
12/07/2010	Submit	Kathleen Arntz	Senior Records Analyst	Rocky Mountain Region - Records Management Division
04/29/2011	Reject	Mark Ferguson	Director, RM Division	National Archives and Records Administration - Records Management Services
07/28/2016	Return Without Action	Kate Flaherty	Appraiser	National Archives and Records Administration - Records Management Services

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