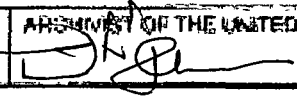



REQUEST FOR RECORDS DISPOSITION AUTHORITY		LEAVE BLANK (NARA use only)	
To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD, COLLEGE PARK, MD 20740-6001		JOB NUMBER NI-57-11-1	
1 FROM (Agency or establishment) U.S. Geological Survey (USGS)		Date Received 10-28-2010	
2 MAJOR SUBDIVISION Geospatial Information Office		NOTIFICATION TO AGENCY	
3 MINOR SUBDIVISION Information Technology and Security Office		In accordance with the provisions of 44 U.S.C. 3303a, the disposition request, including amendments is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
4 NAME OF PERSON WITH WHOM TO CONFER Christina Bartlett	5. TELEPHONE 703 648-7197	DATE 11/11/10	APPROVED BY 
6 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 on the attached <u>1</u> page(s) are not needed now 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, under the provisions of Title 3 of the GAO Manual for Guidance of Federal Agencies, <input checked="" type="checkbox"/> is not required <input type="checkbox"/> is attached, or <input type="checkbox"/> has been requested			
DATE 7/30/10	SIGNATURE OF AGENCY REPRESENTATIVE 		TITLE USGS Records Officer
7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	See attached sheets Attached is a revised write-up for records relating to passports and visas. The attached replaces the current Section 303-08 in the USGS General Records Disposition Schedule.	NI-057-08-1 Item 303-08, 08a, 08b	

Record Item/Description	Disposition	Authority
<p>303-08. Records Relating to Official Passports and Visas. NOTE. Official passports must be returned to the Department of State upon expiration, cancellation, or upon the separation of the employee</p>		
<p>303-08a. Application Files. Documents relating to issuance of official passports and visas for USGS employees</p>	<p>TEMPORARY Media Neutral: Yes Retention: Delete/Destroy upon receipt of the passport from the Department of State and issuance to the employee</p> <p>TRANSFER INFORMATION: Estimated Current Volume: Electronic/Digital: 1 0 MB Paper: 1 0 cubic feet</p> <p>Estimated Annual Accumulation: Electronic/Digital: 1 0 MB Paper: 1 0 cubic feet</p>	<p>Superseded NARA Authority: GRS 9, item 5a Previously Approved Disposition: Temporary Superseded Manual ID: GRDS. 432-1-S1. May 2009 Superseded File Code: 303-08a Electronic: No</p>
<p>303-08b. Registers, Reports, and Related Records. Contained in the Passport Record System</p>	<p>Destroy when superseded, obsolete, or no longer needed</p>	<p>RCS/Item 308-05e and GRS 9, Item 5e</p>
<p>303-08c. Passport Record System. Electronic database containing records on bureau new/replacement passports after they are received from the Department of State</p>	<p>TEMPORARY Media Neutral: Yes Retention: 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</p> <p>TRANSFER INFORMATION: Estimated Current Volume: Electronic/Digital: 1 0 MB</p> <p>Estimated Annual Accumulation: Electronic/Digital: 1 0 MB</p>	<p>Electronic: Yes Database: Yes</p>
<p>303-08d. Visa Records. Photocopies of issued visa's</p>	<p>TEMPORARY Media Neutral: Yes Retention: Destroy immediately upon expiration of the Visa</p> <p>TRANSFER INFORMATION: Estimated Current Volume: Electronic/Digital: 1 0 MB Paper: 1 0 cubic feet</p> <p>Estimated Annual Accumulation: Electronic/Digital: 1 0 MB Paper: 1 0 cubic feet</p>	<p>Electronic: No</p>

<p>303-08e. Communications with Department of State. Includes, but not limited to, letters to request a new passport, reissue a passport, or cancel or return a passport</p>	<p>TEMPORARY Media Neutral: Yes Cut-off: Cutoff at the end of the fiscal year Retention: Destroy 3 years after issuance of a new passport or cancellation or return of a passport to the Department of State</p> <p>TRANSFER INFORMATION: Estimated Current Volume: Electronic/Digital: 1 0 MB Paper: 1 0 cubic feet</p> <p>Estimated Annual Accumulation: Electronic/Digital: 1 0 MB Paper: 1 0 cubic feet</p>	<p>Electronic: No</p>
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