

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

Rec'd NCR 4 June 70 1980

LEAVE BLANK	
JOB NO NC1-47-80-12	
DATE RECEIVED June 5, 1980	
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.	
10-30-80 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)
Health and Human Services

2. MAJOR SUBDIVISION
Social Security Administration

3. MINOR SUBDIVISION
Office of Refugee Resettlement

4. NAME OF PERSON WITH WHOM TO CONFER
Ernest P. Lardieri

5. TEL. EXT.
934-5770

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 4 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 5/19/80	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>George E. Deal</i>	E. TITLE Departmental Records Management Officer
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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
	<p style="text-align: center;"><u>RECORDS RETENTION AND DISPOSAL SCHEDULE</u> <u>OFFICE OF REFUGEE RESETTLEMENT</u></p> <p><u>Indo-Chinese Program Files</u></p> <p>The following are machine-readable systems of records created in the evacuation and resettlement of Indo-Chinese refugees.</p> <p>1. <u>Evacuee File</u></p> <p>A machine-readable system of records consisting of magnetic tapes and paper listings containing information on Vietnamese evacuees residing in the Refugee Reception Centers (the evacuation camps at Elgin, Chaffer, Indiantown Gap, Guam, Camp Pendleton, and Clark's Field) in 1975 after the fall of Saigon. The file contains 130,000 individual records and has been used by SSA and the Red Cross as a source of refugee identification and location information. Information in the individual records consists of refugee name, family status (head of family, child, etc.), first address after leaving the camp, date of birth, occupation in Vietnam, religion, sex, and alien registration number. No additional records were added to the system after the camps closed in 1975.</p>		

15 May

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	<p>a. <u>Magnetic Tapes</u></p> <p>(1) <u>Record Copy</u></p> <p>Permanent. Offer to the National Archives 10 years after creation (January 1985).</p> <p>(2) <u>Other Copies (Security Copies)</u></p> <p>Erase and return to blank stock when administrative value ceases.</p> <p>b. <u>Listings</u></p> <p>Destroy when 5 years old.</p> <p>2. <u>Extended Parolee Program File</u></p> <p>A file of magnetic tape and paper listings containing records of 11,000 individuals immigrating to the United States in 1976 from refugee camps in Thailand. Information in the file consists of name, address, date of birth, and occupation. No additional records have been added to the file since 1976.</p> <p>a. <u>Magnetic Tape</u></p> <p>(1) <u>Record Copy</u></p> <p>Permanent. Offer to the National Archives 10 years after creation (January 1986).</p> <p>(2) <u>Other Copies (Security Copies)</u></p> <p>Erase and return to blank stock when administrative value ceases.</p> <p>b. <u>Listings</u></p> <p>Destroy when 5 years old.</p> <p>3. <u>Billing Master File</u></p> <p>A file created by the State Department which was used for payments for assistance services provided to refugees by voluntary agencies. The file contains records dating from 1975-1976 and includes information such as name and address of refugee and voluntary</p>		

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	<p>agency involved. All billings have been completed and payments settled. Magnetic tape and paper listings comprise the file materials. This file is among the most complete of the older refugee files listed above. Copies of this file are also maintained by the State Department.</p> <p>a. <u>Magnetic Tape</u></p> <p>(1) <u>Record Copy</u></p> <p>Permanent. Offer to the National Archives 10 years after creation (January 1985).</p> <p>(2) <u>Other Copies (Security Copies)</u></p> <p>Erase and return to blank stock when administrative value ceases.</p> <p>b. <u>Listings</u></p> <p>Destroy when 5 years old.</p> <p>4. <u>Current Refugee File</u></p> <p>A file, created by the State Department, in magnetic tape and paper listing form, of refugees currently entering the United States from refugee camps in Thailand. Information is obtained from data (coding sheets) supplied by the Intergovernmental Committee for European Migration. These records are used for identification and location purposes by SSA and for billing purposes by the State Department. (Transportation funds must be repaid by the refugee or sponsor). Information dates from 1977 and consists of name, date of birth, occupation, religion, sex, degree of education, responsible voluntary agency, and sponsor's address. There are currently 40,000 plus records on file and an additional 100,000 records to be added. Approximately 14,000 new records will be created each month. No records have been deleted as yet. The master file magnetic tapes are updated each month and new listings received monthly.</p> <p>a. <u>Magnetic Tape</u></p> <p>(1) <u>Record Copy</u></p> <p>Permanent. Produce a duplicate master tape annually (each January) and offer to the</p>		

Four copies, including original, to be submitted to the National Archives

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	<p>National Archives. Erase other master tapes and return to blank stock 12 months after update.</p> <p>(2) <u>Other Copies (Security Copies)</u></p> <p>Erase and return to blank stock when administrative value ceases.</p> <p>b. <u>Coding Sheets</u></p> <p>Destroy after completion and verification of keying operation.</p> <p>c. <u>Listings</u></p> <p>Destroy superseded listings upon receipt of updated listings.</p> <p>5. <u>Immigration Registration File</u></p> <p>A file received annually from the Immigration and Naturalization Service (INS) containing registration information on refugees living in the United States. This file is extracted from the INS alien registration file. SSA uses these records to determine the number of refugees residing in each State and the movement of refugees between States. Magnetic tape records are indexed by alien number. Paper listings are by alien number, surname, and ZIP Code. Information on the file consists of name, current address, alien number, date of birth, and place of birth.</p> <p>a. <u>Magnetic Tape</u></p> <p>Erase and return to blank stock when tapes are 10 years old.</p> <p>b. <u>Paper Listings</u></p> <p>Destroy when 3 years old.</p>		