

National Archives and Records Administration  
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0059-2020-0017

Status: APPROVED  
Date Approved: 04/14/2026

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## General Information

Agency or Establishment	Department of State
Record/Scheduling Group	0059 - General Records of the Department of State
Records Schedule Applies To	Agency Subdivision
Major Subdivision	Bureau of Consular Affairs (CA)
Schedule Subject	Consolidated Schedule: Records of the Bureau of Consular Affairs (CA)
Additional Schedule Information	<p>Flexible schedule that consolidates the records of the State Department Bureau of Consular Affairs (CA) and applies to records 2012 and forward. This schedule does not supersede existing records schedules for the Bureau. Crosswalk with additional detail is attached to the schedule.</p> <p>The mission of CA is to protect the lives and interest of U.S. citizens overseas through routine and emergency services at embassies and consulates around the world. CA implements policy relating to immigration and consular services, provides consular services that protect U.S. citizens and their interests abroad, ensures U.S. border security, facilitates the entry of legitimate travelers, and fosters economic growth.</p>
Is There a Classified Version of This Schedule?	No
Is consultation and coordination with Tribal Governments required?	Predate requirement

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## Item Count

Total number of disposition items: 26

Number of Temporary disposition items: 23

Number of Permanent disposition items: 3

Number of Items with Disposition Not Approved: 0

Number of Inactive disposition items: 0

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Outline of Records Schedule Items for DAA-0059-2020-0017

<b>Item #</b>	<b>Title</b>	<b>Disposition</b>
0001	Program and Administrative Records : Program Files	Permanent
0002	Program and Administrative Records : Consular Operations and Support Records	Temporary
0003	Program and Administrative Records : Communication and Publication Records	Permanent
0004	Program and Administrative Records : Specialized Training Records	Temporary
0005	Program and Administrative Records : Consular Workload and Statistics Records	Temporary
0006	Program and Administrative Records : Public Affairs Records	Temporary
0007	Program and Administrative Records : Working Files	Temporary
0008	Visa Records : Approved Visa Issuance Case Files	Temporary
0009	Vital Records : Vital Records	Permanent
0010	Vital Records : Adoption Tracking Service Records	Temporary
0011	Review and Verification Records : Lookout, Name Check, and Case Management Records	Temporary
0012	Review and Verification Records : Authentication Records	Temporary
0013	Review and Verification Records : Apostilles Records	Temporary
0014	Review and Verification Records : Precedent Cases	Temporary
0015	Review and Verification Records : Undeliverable Cases	Temporary
0016	Review and Verification Records : Fraud Case Files	Temporary
0017	Review and Verification Records : Waiver Review Records	Temporary
0018	Refused, Withdrawn, and Terminated Cases : Immigrant and Non-Immigrant Visa Refusal Case Files: short-term records	Temporary
0019	Refused, Withdrawn, and Terminated Cases : Immigrant and Non-Immigrant Visa Refusal Case Files: mid-term records	Temporary
0020	Refused, Withdrawn, and Terminated Cases : Immigrant and Non-Immigrant Visa Refusal Case Files: long-term records	Temporary
0021	Refused, Withdrawn, and Terminated Cases : Parole Program Approval and Refusal Case Files	Temporary
0022	Refused, Withdrawn, and Terminated Cases : Case Files of Deceased Applicants	Temporary

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0023	Special, Legal, and Judicial Cases : Judicial Services Legal Assistance Case Files	Temporary
0024	Special, Legal, and Judicial Cases : Foreign Sovereign Immunities Act Judicial Assistance	Temporary
0025	Special, Legal, and Judicial Cases : American Citizens Services Case Files	Temporary
0026	Special, Legal, and Judicial Cases : Child Custody/Abduction Case Files	Temporary

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Records Schedule Items

<b>Group Title</b>		Program and Administrative Records
DAA-0059-2020-0017-0001		STATUS: Active
<b>ITEM GENERAL INFORMATION</b>		
Item Title	Program Files	
Item Description	<p>Records documenting the development, formulation, and implementation of CA programs, policies, projects, and initiatives relating to immigration, consular protection, border security, nationality, vital records, passport services, visa services, fraud detection and prevention, U.S. citizenship documentation, authentication, protection and welfare of U.S. citizens and interests abroad, abduction, adoption, American Liaison Network, arrests, child abandonment/abuse/exploitation/neglect/ support, crisis management, death, disaster, estates, financial assistance, forced marriage, loss of nationality, medical assistance, notarial matters, privacy, property, protecting power, consular information program, welfare and whereabouts, potential terrorist activity by U.S. nationals and other provisions of consular operations. These records include, but are not limited to, intelligence reports; fraud reports; country files; alert bulletins; consular policies; policy coordination and implementation; studies and reports; Congressional relations and the development of related legislation; briefing papers; position papers; reports of birth of American citizens abroad; inter-country adoptions; certificates of witness to marriage; certificates of loss of nationality; oaths of repatriation; memoranda of agreement; standards of operations; inspection reports; and all other related records.</p>	
Is this item media neutral?	Yes	
Is this item a Big Bucket?	No	
<b>SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS</b>		
Does this item supersede existing disposition authorities?	No	
Is this item a deviation from the GRS?	No	
<b>DISPOSITION INSTRUCTION</b>		
Final Disposition	Permanent	
Cutoff Instructions	Other: Cutoff at the end of calendar year or final action.	

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Are there multiple instructions for this item?	No
Transfer Instruction	Transfer to the National Archives 25 year(s) after cutoff
<b>ADDITIONAL INFORMATION</b>	
Current Records Format	Textual data:Unknown
Approximate first year of records covered by this authority	2012
Are any of the records covered by this item subject to a FOIA exemption?	No
<b>DAA-0059-2020-0017-0002 STATUS: Active</b>	
<b>ITEM GENERAL INFORMATION</b>	
Item Title	Consular Operations and Support Records
Item Description	Records providing ancillary support to the operation of CA mission programs and initiatives. Records include, but are not limited to, memorandum of agreements (MOAs); memorandum of understandings (MOUs); routine and general correspondence; legal correspondence; congressional inquiries; legislative referrals; public inquiries; validation studies; fraud statistics and narratives; fraud alerts; fraud detection and national security (FDNS) program; requests for authorization; authorizations for a no-fee passport; requests for information; status reports; accountability data for the issuance of diplomatic and official passports; requirements; surveys; plans; certificates, cards of identity, and registration; document authentication; assignment and workload management; performance measures; notification and access files; misdirected notification documents; tracking and monitoring of visa application process from foreign embassies and/or consulates for official U.S. government travelers; and all related records.
Is this item media neutral?	Yes
Is this item a Big Bucket?	No
<b>SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS</b>	
Does this item supersede existing disposition authorities?	No
Is this item a deviation from the GRS?	No
<b>DISPOSITION INSTRUCTION</b>	
Final Disposition	Temporary
Retention Period	Other: Destroy when 2 years old but longer retention up to 7 years is authorized if required for business use.

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<b>ADDITIONAL INFORMATION</b>	
Are any of the records covered by this item national security classified?	
GAO Approval Required	No
<b>DAA-0059-2020-0017-0003</b> <span style="float: right;"><b>STATUS: Active</b></span>	
<b>ITEM GENERAL INFORMATION</b>	
Item Title	Communication and Publication Records
Item Description	Records documenting communications and publications produced and issued by CA to inform the public of safety issues relating to travel in foreign countries. Records include, but are not limited to, advisories, warnings, publications, and other CA related communications.
Is this item media neutral?	Yes
Is this item a Big Bucket?	No
<b>SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS</b>	
Does this item supersede existing disposition authorities?	No
Is this item a deviation from the GRS?	No
<b>DISPOSITION INSTRUCTION</b>	
Final Disposition	Permanent
Are there multiple instructions for this item?	No
Transfer Instruction	Other: Transfer to National Archives when 25 years old.
<b>ADDITIONAL INFORMATION</b>	
Approximate first year of records covered by this authority	2012
Frequency of transfer	1
Are any of the records covered by this item subject to a FOIA exemption?	
<b>DAA-0059-2020-0017-0004</b> <span style="float: right;"><b>STATUS: Active</b></span>	
<b>ITEM GENERAL INFORMATION</b>	
Item Title	Specialized Training Records

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Item Description	Records documenting the development, coordination, and implementation of specialized or formally established training of Consular Officers and other Federal agency personnel in fraud detection and related subjects. Records include, but are not limited to, intra and inter-agency correspondence, policy and position papers, studies, trip reports, course syllabi, schedules, hand-outs, instructor's notes, and all related materials reflecting activities of the training program.
Is this item media neutral?	Yes
Is this item a Big Bucket?	No
<b>SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS</b>	
Does this item supersede existing disposition authorities?	No
Is this item a deviation from the GRS?	No
<b>DISPOSITION INSTRUCTION</b>	
Final Disposition	Temporary
Retention Period	Other: Destroy when superseded, obsolete, or when 10 years old, whichever is sooner.
<b>ADDITIONAL INFORMATION</b>	
Are any of the records covered by this item national security classified?	
GAO Approval Required	No
<b>DAA-0059-2020-0017-0005</b>	<b>STATUS: Active</b>
<b>ITEM GENERAL INFORMATION</b>	
Item Title	Consular Workload and Statistics Records
Item Description	Records documenting numerical, statistical, and narrative data on Immigrant and non-immigrant visa processing; American citizen services; Federal agency services; Visa fraud prevention activities; Refugee and parole case processing; staffing work hours and patterns; and other related subjects. Records include, but are not limited to, annual numerical limitations on immigrants, visa issuances and refusals, qualified visa applicants monthly report, immigrant visa workload monthly report, nonimmigrant visas issued and refused semi-annual report, annual report of active registrants at posts, welfare/whereabouts, children's issues, citizenship and passport services, return of unused numbers, fraud statistics and narratives, accounting statistical reports of passports issued, monthly passport processing data, Federal benefits cases; and all related records.

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Is this item media neutral?	Yes
Is this item a Big Bucket?	No
<b>SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS</b>	
Does this item supersede existing disposition authorities?	No
Is this item a deviation from the GRS?	No
<b>DISPOSITION INSTRUCTION</b>	
Final Disposition	Temporary
Retention Period	Other: Destroy when 25 years old.
<b>ADDITIONAL INFORMATION</b>	
Are any of the records covered by this item national security classified?	
GAO Approval Required	No
<b>DAA-0059-2020-0017-0006</b>	<b>STATUS: Active</b>
<b>ITEM GENERAL INFORMATION</b>	
Item Title	Public Affairs Records
Item Description	Records include documents generated and submitted to the Bureau of Public Affairs (PA) for use at daily press briefings; communication from private organizations requesting Department officials to address consular-related topics at seminars, conferences, etc.; requests for publications and letters addressed to the Assistant Secretary from the general public that provide comments regarding consular matters; copies of Department communications, newspaper and press articles, background notes, post correspondence, public inquiries, reports, White House statements and other materials related to consular matters; memorandums submitted to the Bureau of Public Affairs requesting acceptance or denial for news media interviews and recommendation papers stating why the Department should accept or deny the request; update of on-going issues dealing with immigration between the U.S. and various countries; Public Service Announcements (PSAs) prepared by the Consular Affairs staff and distributed to or used by domestic broadcasters to provide information, procedures, practices, and guidance related to travel abroad.
Is this item media neutral?	Yes
Is this item a Big Bucket?	No
<b>SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS</b>	

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Does this item supersede existing disposition authorities?	No
Is this item a deviation from the GRS?	No
<b>DISPOSITION INSTRUCTION</b>	
Final Disposition	Temporary
Retention Period	Other: Destroy when 4 years old.
<b>ADDITIONAL INFORMATION</b>	
Are any of the records covered by this item national security classified?	
GAO Approval Required	No
<b>DAA-0059-2020-0017-0007</b>	
<b>STATUS: Active</b>	
<b>ITEM GENERAL INFORMATION</b>	
Item Title	Working Files
Item Description	Records consists of drafts that were consolidated into final product, supporting documentation, background materials, documentation not used to prepare CA reports and publications, and supplemental copies of reports and publications.
Is this item media neutral?	Yes
Is this item a Big Bucket?	No
<b>SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS</b>	
Does this item supersede existing disposition authorities?	No
Is this item a deviation from the GRS?	No
<b>DISPOSITION INSTRUCTION</b>	
Final Disposition	Temporary
Retention Period	Other: Destroy when 3 years old or when no longer needed, whichever is later.
<b>ADDITIONAL INFORMATION</b>	
Are any of the records covered by this item national security classified?	
GAO Approval Required	No

<b>Group Title</b>	Visa Records
<b>DAA-0059-2020-0017-0008</b>	
<b>STATUS: Active</b>	
<b>ITEM GENERAL INFORMATION</b>	
Item Title	Approved Visa Issuance Case Files

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Item Description	Records documenting the issuance of an immigrant or non-immigrant visa. Records include, but are not limited to, the application, personal and biographic data, adjudication data, visa clearance, name check data, case summary, case status, reports, correspondence, notes, and other supporting documentation regarding the visa applicants.
Is this item media neutral?	Yes
Is this item a Big Bucket?	No
<b>SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS</b>	
Does this item supersede existing disposition authorities?	No
Is this item a deviation from the GRS?	No
<b>DISPOSITION INSTRUCTION</b>	
Final Disposition	Temporary
Retention Period	Other: Destroy 25 years after issuance.
<b>ADDITIONAL INFORMATION</b>	
Are any of the records covered by this item national security classified?	
GAO Approval Required	No

<b>Group Title</b>	Vital Records
DAA-0059-2020-0017-0009	<b>STATUS: Active</b>
<b>ITEM GENERAL INFORMATION</b>	
Item Title	Vital Records
Item Description	Records documenting reports of birth of American citizens abroad; inter-country adoptions; certificates of witness to marriage; certificates of loss of nationality; oaths of repatriation; reports of death of American citizens overseas; historical estate cases; and all supporting documentation.
Is this item media neutral?	Yes
Is this item a Big Bucket?	No
<b>SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS</b>	
Does this item supersede existing disposition authorities?	No
Is this item a deviation from the GRS?	No
<b>DISPOSITION INSTRUCTION</b>	
Final Disposition	Permanent

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Cutoff Instructions	Other: Cutoff at the end of calendar year.
Are there multiple instructions for this item?	No
Transfer Instruction	Transfer to the National Archives 25 year(s) after cutoff
<b>ADDITIONAL INFORMATION</b>	
Approximate first year of records covered by this authority	2012
Frequency of transfer	1
Are any of the records covered by this item subject to a FOIA exemption?	
<b>DAA-0059-2020-0017-0010 STATUS: Active</b>	
<b>ITEM GENERAL INFORMATION</b>	
Item Title	Adoption Tracking Service Records
Item Description	Records used to track, monitor, and report on all adoption cases involving emigration from or immigration to the U.S. as mandated by the Intercountry Adoption Act of 2000 (IAA). Activities include monitoring organizations that provide inter-country adoption services, responding to adoption-related inquiries from the public and other interested stakeholders, reporting to Congressional representatives on inter-country adoptions involving U.S. citizens, producing mandatory annual reports to Congress, and communicating with all inter-country adoption stakeholders.
Is this item media neutral?	Yes
Is this item a Big Bucket?	No
<b>SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS</b>	
Does this item supersede existing disposition authorities?	No
Is this item a deviation from the GRS?	No
<b>DISPOSITION INSTRUCTION</b>	
Final Disposition	Temporary
Retention Period	Other: Destroy 99 years after adoption case closure.
<b>ADDITIONAL INFORMATION</b>	
Are any of the records covered by this item national security classified?	
GAO Approval Required	No

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<b>Group Title</b>	Review and Verification Records
DAA-0059-2020-0017-0011	STATUS: Active
<b>ITEM GENERAL INFORMATION</b>	
Item Title	Lookout, Name Check, and Case Management Records
Item Description	Records used to determine those individuals to whom a passport or visa should be issued or denied, who have been denied passports or visas, are not entitled to the issuance of full validity passport or visa, or whose existing files must be reviewed prior to issuance; lookout index providing rapid access to names in lookout master file; name check history master file containing yearly listing of requests by Passport and Visa Services; and data extracted from case files requiring review and processing and used to track the life-cycle of each case.
Is this item media neutral?	Yes
Is this item a Big Bucket?	No
<b>SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS</b>	
Does this item supersede existing disposition authorities?	No
Is this item a deviation from the GRS?	No
<b>DISPOSITION INSTRUCTION</b>	
Final Disposition	Temporary
Retention Period	Other: Destroy when active agency use ceases but not to exceed 100 years.
<b>ADDITIONAL INFORMATION</b>	
Are any of the records covered by this item national security classified?	
GAO Approval Required	No
DAA-0059-2020-0017-0012	STATUS: Active
<b>ITEM GENERAL INFORMATION</b>	
Item Title	Authentication Records
Item Description	Records relating to authentication services for documents provided to private individuals, Federal agencies, organizations, and foreign governments for use in countries that are not members to the 1961 Hague Convention Treaty. Records include, but are not limited to, the authentication request, all correspondence, service number, fees collected, status reports, undeliverable cases, copies of certificates of deposit, the tracking of all requests, and related subjects.

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Is this item media neutral?	Yes
Is this item a Big Bucket?	No
<b>SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS</b>	
Does this item supersede existing disposition authorities?	No
Is this item a deviation from the GRS?	No
<b>DISPOSITION INSTRUCTION</b>	
Final Disposition	Temporary
Retention Period	Other: Destroy when 5 years old.
<b>ADDITIONAL INFORMATION</b>	
Are any of the records covered by this item national security classified?	
GAO Approval Required	No
<b>DAA-0059-2020-0017-0013</b>	<b>STATUS: Active</b>
<b>ITEM GENERAL INFORMATION</b>	
Item Title	Apostilles Records
Item Description	Records relating to the authentication of seals and signatures of officials on documents, such as birth certificates, court orders, or any other document issued by a public authority for use in participating countries and their territories as specified in the 1961 Hague Convention Treaty.
Is this item media neutral?	Yes
Is this item a Big Bucket?	No
<b>SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS</b>	
Does this item supersede existing disposition authorities?	No
Is this item a deviation from the GRS?	No
<b>DISPOSITION INSTRUCTION</b>	
Final Disposition	Temporary
Retention Period	Other: Destroy when 15 years old.
<b>ADDITIONAL INFORMATION</b>	
Are any of the records covered by this item national security classified?	
GAO Approval Required	No
<b>DAA-0059-2020-0017-0014</b>	<b>STATUS: Active</b>
<b>ITEM GENERAL INFORMATION</b>	

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Item Title	Precedent Cases
Item Description	Records documenting the use of the Department's seal. Records include, but are not limited to, background material, policies, procedures, precedent uses of the seal, and other related subjects.
Is this item media neutral?	Yes
Is this item a Big Bucket?	No
<b>SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS</b>	
Does this item supersede existing disposition authorities?	No
Is this item a deviation from the GRS?	No
<b>DISPOSITION INSTRUCTION</b>	
Final Disposition	Temporary
Retention Period	Other: Destroy when 25 years old.
<b>ADDITIONAL INFORMATION</b>	
Are any of the records covered by this item national security classified?	
GAO Approval Required	No
<b>DAA-0059-2020-0017-0015</b>	<b>STATUS: Active</b>
<b>ITEM GENERAL INFORMATION</b>	
Item Title	Undeliverable Cases
Item Description	Records containing materials that have been returned as undeliverable and there has been no follow up by the requestor. Records include, but are not limited to, authenticated documents, letters of instruction on authentication procedures for powers of attorney, invitations, birth, marriage and death certificates, letters of inheritance, affidavits of support, and original and copies of transcripts and diplomats.
Is this item media neutral?	Yes
Is this item a Big Bucket?	No
<b>SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS</b>	
Does this item supersede existing disposition authorities?	No
Is this item a deviation from the GRS?	No
<b>DISPOSITION INSTRUCTION</b>	
Final Disposition	Temporary
Cutoff Instructions	Other: Cutoff at end of month in which document is returned.
Retention Period	Destroy 1 year(s) after cutoff

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<b>ADDITIONAL INFORMATION</b>	
Are any of the records covered by this item national security classified?	
GAO Approval Required	No
<b>DAA-0059-2020-0017-0016</b> <span style="float: right;"><b>STATUS: Active</b></span>	
<b>ITEM GENERAL INFORMATION</b>	
Item Title	Fraud Case Files
Item Description	Case files documenting all fraud-related consular cases and referrals. Records include, but are not limited to, individuals or entities connected to fraud cases, fraud assessments, descriptions of activities performed to complete the assessments, fraud findings, all relevant associated documents, and tracking information on the life-cycle of each fraud case.
Is this item media neutral?	Yes
Is this item a Big Bucket?	No
<b>SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS</b>	
Does this item supersede existing disposition authorities?	No
Is this item a deviation from the GRS?	No
<b>DISPOSITION INSTRUCTION</b>	
Final Disposition	Temporary
Retention Period	Other: Destroy when 100 years old.
<b>ADDITIONAL INFORMATION</b>	
Are any of the records covered by this item national security classified?	
GAO Approval Required	No
<b>DAA-0059-2020-0017-0017</b> <span style="float: right;"><b>STATUS: Active</b></span>	
<b>ITEM GENERAL INFORMATION</b>	
Item Title	Waiver Review Records
Item Description	Records used to track the application and adjudication process of exchange visitors with J Visas seeking to waive the two-year foreign residence requirement of Section 212(e) of the Immigration and Nationality Act. Records include, but are not limited to, case number, personal information, case information, and adjudication status.
Is this item media neutral?	Yes
Is this item a Big Bucket?	No

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<b>SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS</b>	
Does this item supersede existing disposition authorities?	No
Is this item a deviation from the GRS?	No
<b>DISPOSITION INSTRUCTION</b>	
Final Disposition	Temporary
Retention Period	Other: Destroy 11 years after final adjudication.
<b>ADDITIONAL INFORMATION</b>	
Are any of the records covered by this item national security classified?	
GAO Approval Required	No

<b>Group Title</b>	Refused, Withdrawn, and Terminated Cases
DAA-0059-2020-0017-0018	<b>STATUS: Active</b>
<b>ITEM GENERAL INFORMATION</b>	
Item Title	Immigrant and Non-Immigrant Visa Refusal Case Files: short-term records
Item Description	Records documenting applicants who have been refused immigrant or nonimmigrant visas (including quasi-refusals), under the basis of Immigration and Nationality Act (INA) Section(s) 212(a)(1)(A)(ii); (2)(G); (4); (5)(A); (5)(B); (5)(C); (6)(A); (6)(B); (6)(D); (6)(G); (7)(A)(i)(I); (7)(A)(i)(II); (7)(B); (9)(A)(i); (9)(A)(ii); (9)(B)(i)(I); (9)(B)(i)(II); (10)(A); (10)(B); (10)(C); 212(e); 214(b); and 221(g).
Is this item media neutral?	Yes
Is this item a Big Bucket?	No
<b>SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS</b>	
Does this item supersede existing disposition authorities?	No
Is this item a deviation from the GRS?	No
<b>DISPOSITION INSTRUCTION</b>	
Final Disposition	Temporary
Retention Period	Other: Destroy 25 years after date of refusal.
<b>ADDITIONAL INFORMATION</b>	
Are any of the records covered by this item national security classified?	

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GAO Approval Required	No
<b>DAA-0059-2020-0017-0019</b>	
<b>STATUS: Active</b>	
<b>ITEM GENERAL INFORMATION</b>	
Item Title	Immigrant and Non-Immigrant Visa Refusal Case Files: mid-term records
Item Description	Records documenting applicants who have been refused immigrant or nonimmigrant visas (including quasi-refusals), under the basis of Immigration and Nationality Act (INA) Section(s) 208(d)(6); 212(a)(1)(A)(i); (1)(A)(iii); (1)(A)(iv); (2)(A)(i)(I); (2)(A)(i)(II); (2)(B); (2)(D)(i); (2)(D)(ii); (2)(D)(iii); (2)(H); (2)(I); (3)(A); (3)(A)(i); (3)(A)(i)(I); (3)(A)(i)(II); (3)(A)(ii); (3)(A)(iii); (3)(B); (3)(C); (3)(D); (3)(E)(i); (3)(E)(ii); (3)(E)(iii); (3)(G); (6)(C)(i); (6)(C)(ii); (6)(E); (6)(F); (8)(A); (8)(B); (9)(C); (10)(D); (10)(E); (d)(3)(B)(i); (f); 222(g)(2); 8 USC 1182f; 2017 E.O. on Immigration; Comprehensive Iran Sanctions, Accountability, and Divestment Act of 2010 (CISADA) (Public Law 111-195); INA 207(c)(1); Public Law 110-257; Section 501 of the Iran Threat Reduction and Syria Human Rights Act of 2012; Section 616 of Public Law 105-277; Section 7031(c) FY 2016 Consolidated Appropriations Act; Sergei Magnitsky Rule of Law Act of 2012.
Is this item media neutral?	Yes
Is this item a Big Bucket?	No
<b>SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS</b>	
Does this item supersede existing disposition authorities?	No
Is this item a deviation from the GRS?	No
<b>DISPOSITION INSTRUCTION</b>	
Final Disposition	Temporary
Retention Period	Other: Destroy 100 years after refusal.
<b>ADDITIONAL INFORMATION</b>	
Are any of the records covered by this item national security classified?	
GAO Approval Required	No
<b>DAA-0059-2020-0017-0020</b>	
<b>STATUS: Active</b>	
<b>ITEM GENERAL INFORMATION</b>	
Item Title	Immigrant and Non-Immigrant Visa Refusal Case Files: long-term records

National Archives and Records Administration  
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0059-2020-0017

Status: APPROVED  
Date Approved: 04/14/2026

Item Description	Records documenting applicants who have been refused immigrant or nonimmigrant visas (including quasi-refusals), under the basis of Immigration and Nationality Act (INA) Section(s) 212(a)(9)(A)(i) and (9)(A)(ii) who have been convicted of aggravated felony.
Is this item media neutral?	Yes
Is this item a Big Bucket?	No
<b>SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS</b>	
Does this item supersede existing disposition authorities?	No
Is this item a deviation from the GRS?	No
<b>DISPOSITION INSTRUCTION</b>	
Final Disposition	Temporary
Retention Period	Other: Destroy 200 years after refusal.
<b>ADDITIONAL INFORMATION</b>	
Are any of the records covered by this item national security classified?	
GAO Approval Required	No
<b>DAA-0059-2020-0017-0021</b> <span style="float: right;"><b>STATUS: Active</b></span>	
<b>ITEM GENERAL INFORMATION</b>	
Item Title	Parole Program Approval and Refusal Case Files
Item Description	Records documenting cases in which parole was approved and applicant has already entered the United States or applicant was refused because they do not meet the required parole criteria.
Is this item media neutral?	Yes
Is this item a Big Bucket?	No
<b>SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS</b>	
Does this item supersede existing disposition authorities?	No
Is this item a deviation from the GRS?	No
<b>DISPOSITION INSTRUCTION</b>	
Final Disposition	Temporary
Retention Period	Other: Destroy 25 years after issuance or refusal.
<b>ADDITIONAL INFORMATION</b>	
Are any of the records covered by this item national security classified?	

National Archives and Records Administration  
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0059-2020-0017

Status: APPROVED  
Date Approved: 04/14/2026

GAO Approval Required	No
<b>DAA-0059-2020-0017-0022</b>	
<b>STATUS: Active</b>	
<b>ITEM GENERAL INFORMATION</b>	
Item Title	Case Files of Deceased Applicants
Item Description	Case files of deceased visa applicants. Records include, but are not limited to, memorandums, reports, forms, and all communications regarding status of visa cases, deportation, verifications or adjustments of status, revalidations, re-entry visas, and all other records relating to individual visa applicants.
Is this item media neutral?	Yes
Is this item a Big Bucket?	No
<b>SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS</b>	
Does this item supersede existing disposition authorities?	No
Is this item a deviation from the GRS?	No
<b>DISPOSITION INSTRUCTION</b>	
Final Disposition	Temporary
Retention Period	Other: Destroy upon notification of death of applicant.
<b>ADDITIONAL INFORMATION</b>	
Are any of the records covered by this item national security classified?	
GAO Approval Required	No

<b>Group Title</b>	Special, Legal, and Judicial Cases
<b>DAA-0059-2020-0017-0023</b>	
<b>STATUS: Active</b>	
<b>ITEM GENERAL INFORMATION</b>	
Item Title	Judicial Services Legal Assistance Case Files
Item Description	Records consisting of memos, court documents, diplomatic notes, certifications, correspondence, and other records concerning requests for service of process, obtaining evidence and transmitting letters rogatory or letters of request regarding legal proceedings in the United States and abroad.
Is this item media neutral?	Yes
Is this item a Big Bucket?	No
<b>SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS</b>	
Does this item supersede existing disposition authorities?	No

National Archives and Records Administration  
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0059-2020-0017

Status: APPROVED  
Date Approved: 04/14/2026

Is this item a deviation from the GRS?	No
<b>DISPOSITION INSTRUCTION</b>	
Final Disposition	Temporary
Retention Period	Destroy 3 year(s) after case closure
<b>ADDITIONAL INFORMATION</b>	
Are any of the records covered by this item national security classified?	
GAO Approval Required	No
<b>DAA-0059-2020-0017-0024 STATUS: Active</b>	
<b>ITEM GENERAL INFORMATION</b>	
Item Title	Foreign Sovereign Immunities Act Judicial Assistance
Item Description	Records consisting of diplomatic notes, correspondence, and other records used to effect service on or otherwise transmit judicial documents to a foreign state, political subdivision of a foreign state, or agency or instrumentality of a foreign state under the Foreign Sovereign Immunities Act.
Is this item media neutral?	Yes
Is this item a Big Bucket?	No
<b>SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS</b>	
Does this item supersede existing disposition authorities?	No
Is this item a deviation from the GRS?	No
<b>DISPOSITION INSTRUCTION</b>	
Final Disposition	Temporary
Retention Period	Other: Destroy after 20 years.
<b>ADDITIONAL INFORMATION</b>	
Are any of the records covered by this item national security classified?	
GAO Approval Required	No
<b>DAA-0059-2020-0017-0025 STATUS: Active</b>	
<b>ITEM GENERAL INFORMATION</b>	
Item Title	American Citizens Services Case Files

National Archives and Records Administration  
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0059-2020-0017

Status: APPROVED  
Date Approved: 04/14/2026

Item Description	Records documenting arrests, citizenship issues, death notifications, financial assistance, loss of nationality, lost and stolen passports, property, citizen registrations, welfare, and whereabouts. Records include, but are not limited to, biographic information, information about the case, and the case activity log.
Is this item media neutral?	Yes
Is this item a Big Bucket?	No
<b>SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS</b>	
Does this item supersede existing disposition authorities?	No
Is this item a deviation from the GRS?	No
<b>DISPOSITION INSTRUCTION</b>	
Final Disposition	Temporary
Cutoff Instructions	Other: Cut off when case is closed or abandoned.
Retention Period	Other: Destroy 20 years after cutoff or when no longer needed, whichever is later.
<b>ADDITIONAL INFORMATION</b>	
Are any of the records covered by this item national security classified?	
GAO Approval Required	No
<b>DAA-0059-2020-0017-0026</b>	<b>STATUS: Active</b>
<b>ITEM GENERAL INFORMATION</b>	
Item Title	Child Custody/Abduction Case Files
Item Description	Cases relating to applications filed with the Office of Children's Issues for the return of children abducted by one parent to countries that are party and not party to the Convention of 25 October 1980 on the Civil Aspects of International Child Abduction (Hague Abduction Convention). Records include, but are not limited to, requests for assistance in locating children taken by one parent to another country without the other parent's consent, legal proceedings, available courses of action, monitoring the welfare of a child, information on child custody laws and procedures in the host country, and related correspondence related to international parental child abduction.
Is this item media neutral?	Yes
Is this item a Big Bucket?	No
<b>SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS</b>	
Does this item supersede existing disposition authorities?	No

National Archives and Records Administration  
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Records Schedule Number: DAA-0059-2020-0017

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Is this item a deviation from the GRS?	No
<b>DISPOSITION INSTRUCTION</b>	
Final Disposition	Temporary
Retention Period	Other: Destroy 75 years after case closure.
<b>ADDITIONAL INFORMATION</b>	
Are any of the records covered by this item national security classified?	
GAO Approval Required	No

National Archives and Records Administration  
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0059-2020-0017

Status: APPROVED  
Date Approved: 04/14/2026

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Signatory Information

Action	User	Date
Approve	Edward Forst (Acting Archivist)	04/14/2026

National Archives and Records Administration  
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0022-2024-0004

Status: APPROVED  
Date Approved: 04/14/2026

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## General Information

Agency or Establishment	United States Fish and Wildlife Service
Record/Scheduling Group	0022 - Records of the U.S. Fish And Wildlife Service
Records Schedule Applies To	Agency-wide
Schedule Subject	Records of the National Bison Range
Additional Schedule Information	<p>The Refuge formerly known as the National Bison Range (NBR) consists of 18,766 acres in the center of the 1,250,000-acre Flathead Indian Reservation. When President Theodore Roosevelt established the Refuge in 1908, it was the first time Congress appropriated tax dollars to buy land specifically to preserve wildlife. During the first two decades of the twentieth century, the NBR was one of several national preserves, including Wichita Forest and Game Preserve, Wind Cave National Park, and the Niobrara Reservation where the U. S. Government, in collaboration with the American Bison Society, established federal conservation herds of genetically pure bison. The proliferation of these and other government-protected bison herds throughout the early twentieth century played an essential role in the survival of the species.</p> <p>By all historical accounts, tribal bison conservation on the Flathead Indian Reservation predates federal conservation efforts by several decades. Before the establishment of the NBR, the largest herd of Bison in the United States (over 300 animals) grazed on Reservation lands near the future site of the Refuge. According to Confederated Salish and Kootenai Tribes (CSKT), sometime in the 1870s, a Qlispé (also known as Kalispel or Pend d'Oreille) man named Little Falcon Robe received approval from tribal leaders to bring orphaned bison calves across the Continental Divide to the Flathead Indian Reservation for purposes of starting a herd for subsistence and conservation purposes. By the early 1880s, the calves had grown, and the herd numbered thirteen when Little Falcon Robe's stepfather, Samuel Walking Coyote sold the herd to two ranchers and Tribal members on the Reservation, Michel Pablo and Charles Allard. When Allard died in 1896, his family sold his share of the Pablo-Allard herd, some of which went to the Conrad Ranch in Kalispell, Montana in the early 1900s. Pablo continued to graze the herd on the Reservation, and by 1902, it had become the world's largest bison herd. Of the 40 bison that comprised the original herd at the NBR, 36 were from, or descended from the Pablo-Allard herd.</p>

National Archives and Records Administration  
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0022-2024-0004

Status: APPROVED  
Date Approved: 04/14/2026

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In 1971, the Court of Federal Claims determined that the United States had unconstitutionally taken the land for the NBR. Lawsuits followed, but on December 27, 2020, the land was finally transferred back to the CSKT through the Consolidated Appropriations Act (Public Law 116-260), which repealed the statute that created the NBR. The land is held in trust for the CSKT by the Bureau of Indian Affairs (BIA) and is now referred to as the Bison Range. The transfer marked the first time that the U.S. Fish and Wildlife Service returned land to Tribes.

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Is There a Classified Version of This Schedule?

No

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Is consultation and coordination with Tribal Governments required?

Yes and completed - a consultation with Indian Tribal governments was conducted

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National Archives and Records Administration  
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0022-2024-0004

Status: APPROVED  
Date Approved: 04/14/2026

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## Item Count

Total number of disposition items: 1

Number of Temporary disposition items: 0

Number of Permanent disposition items: 1

Number of Items with Disposition Not Approved: 0

Number of Inactive disposition items: 0

National Archives and Records Administration  
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0022-2024-0004

Status: APPROVED  
Date Approved: 04/14/2026

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Outline of Records Schedule Items for DAA-0022-2024-0004

<b>Item #</b>	<b>Title</b>	<b>Disposition</b>
0001	Records of the National Bison Range	Permanent

National Archives and Records Administration  
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0022-2024-0004

Status: APPROVED  
Date Approved: 04/14/2026

Records Schedule Items

DAA-0022-2024-0004-0001		STATUS: Active
<b>ITEM GENERAL INFORMATION</b>		
Item Title	Records of the National Bison Range	
Item Description	<p>Historically significant records created throughout the existence of a Refuge that is no longer under the control of the U.S. Fish and Wildlife Service (Service). They include textual materials, photographs, negatives, transparencies, maps, motion pictures, audio reels, and original manuscripts. Textual formats include letter and legal sized paper, carbon paper (onion skin) and large format paper and mylar (for maps, drawings, schematics etc.). The series has a wide variety of record types including but not limited to tabular datasets, financial records, administration records, correspondence, reports, manuscripts, plans, compliance documents, maps, drawings, schematics, still photography, aerial photography, motion picture, audio recordings, and mixed media files. The NBR collection provides primary source evidence related to the operations of the Refuge under the Service from the early-twentieth century to the transfer of the Refuge to the Confederated Salish and Kootenai Tribes (CSKT) in December 2020. The collection contains many records that pertain to the nature and status of Service-CSKT relations throughout that period. There are also primary source records related to significant events, such as the birth, life, and death of the world-famous white buffalo, "Big Medicine," whom the CSKT revered as a sign of spiritual power, hope, and good will for the Tribes. Collectively, these records provide valuable historical context for the unprecedented restoration of the National Bison Range to its prior legal status under the Hellgate Treaty of 1855.</p>	

National Archives and Records Administration  
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Records Schedule Number: DAA-0022-2024-0004

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Date Approved: 04/14/2026

	The records as a collection contain an intrinsic value in the document itself by both the form and function of the NBR and its subsequent transfer. The records provide information about the time period and historical significance of the NBR over time. The original records can enhance the appreciation of the time period and understanding of the subject matter. Preservation risks is present if deconstructing the records for digitization which would include physical damage to the original records, loss of contextual information leading to fragmented understanding of the content and compromising the historical artifact.
Is this item media neutral?	No
Media limitation	Paper/analog only
Is this item a Big Bucket?	No
<b>MANUAL CITATION</b>	
Agency Code	Not applicable
Manual Title	Not applicable
<b>SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS</b>	
Does this item supersede existing disposition authorities?	No
Is this item a deviation from the GRS?	No
<b>DISPOSITION INSTRUCTION</b>	
Final Disposition	Permanent
Cutoff Instructions	Other: Cutoff when National Bison Range ownership passed from USFWS ownership to the Confederated Salish and Kootenai Tribes.
Are there multiple instructions for this item?	No
Transfer Instruction	Other: Transfer to the National Archives immediately upon approval of this schedule.
<b>ADDITIONAL INFORMATION</b>	
Current Records Format	Analog still images:5 cuft ; Analog - Paper Records:157 cuft ; Analog - Maps and Charts:10 cuft
Approximate first year of records covered by this authority	1890
End year of records covered by this authority	Year: 2021
Date span of the initial transfer	From: 01/01/1890 To: 12/31/2021
Frequency of transfer	0

National Archives and Records Administration  
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0022-2024-0004

Status: APPROVED  
Date Approved: 04/14/2026

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Are any of the records covered by this item subject to a FOIA exemption? No

National Archives and Records Administration  
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0022-2024-0004

Status: APPROVED  
Date Approved: 04/14/2026

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### Signatory Information

Action	User	Date
Approve	Edward Forst (Acting Archivist)	04/14/2026

National Archives and Records Administration  
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0056-2023-0001

Status: APPROVED  
Date Approved: 04/14/2026

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## General Information

Agency or Establishment	Special Inspector General for Pandemic Recovery
Record/Scheduling Group	0056 - General Records of the Department of the Treasury
Records Schedule Applies To	Agency Subdivision
Major Subdivision	Special Inspector General for Pandemic Recovery
Schedule Subject	Special Inspector General for Pandemic Recovery Records
Additional Schedule Information	<p>Under the CARES Act, the Special Inspector General for Pandemic Recovery (SIGPR) has the duty to conduct, supervise, and coordinate audits and investigations of the making, purchase, management, and sale of loans, loan guarantees, and other investments made by the Secretary of the Treasury under any program established by the Secretary, as well as the management by the Secretary of any program established, under subtitle A of title IV of Division A of the CARES Act.</p> <p>By express incorporation, SIGPR also has the duties, responsibilities, powers, and authorities granted inspectors general under the Inspector General Act of 1978, including broad subpoena authority.</p> <p>The role and mission of SIGPR is to safeguard the people's tax dollars appropriated by Congress through the CARES Act. SIGPR strives to ensure that the American taxpayer gets the best return on investment by efficiently rooting out fraud, waste, and abuse. In carrying out its mission, SIGPR's goal is to treat everyone with respect, to operate with the utmost integrity, and to be fair, objective, and independent.</p>
Is There a Classified Version of This Schedule?	No
Is consultation and coordination with Tribal Governments required?	No- The records covered by this schedule do not implicate Tribal interests

National Archives and Records Administration  
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0056-2023-0001

Status: APPROVED  
Date Approved: 04/14/2026

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## Item Count

Total number of disposition items: 23

Number of Temporary disposition items: 7

Number of Permanent disposition items: 16

Number of Items with Disposition Not Approved: 0

Number of Inactive disposition items: 0

National Archives and Records Administration  
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0056-2023-0001

Status: APPROVED  
Date Approved: 04/14/2026

Outline of Records Schedule Items for DAA-0056-2023-0001

<b>Item #</b>	<b>Title</b>	<b>Disposition</b>
0001	Directives	Permanent
0002	Reports to Congress	Permanent
0003	Memoranda of Understanding	Permanent
0004	Public Affairs Videos	Permanent
0005	Press Releases	Permanent
0006	Speeches	Permanent
0007	Mission-related Publications	Permanent
0008	Legal Advisory Opinion Memoranda	Permanent
0009	Legal Advisory Working Files	Temporary
0010	Legislation Reviewed by SIGPR	Permanent
0011	High-Level Correspondence	Permanent
0012	Routine Correspondence	Temporary
0013	Litigation - Significant Litigation Files	Permanent
0014	Litigation - All Other Litigation Files	Temporary
0015	Investigative Cases - Case Files	Permanent
0018	Investigative Cases - Preliminary	Temporary
0019	Investigative Cases - Investigation Program Records	Permanent
0020	Audits/Evaluations - Audits and Evaluations	Permanent
0023	Audits/Evaluations - Preliminary	Temporary
0024	Audits/Evaluations - Audit Planning and Tracking Files - Planned Audits	Temporary
0025	Audits/Evaluations - Audit Planning and Tracking Files - Corrective Action	Temporary
0026	Establishment Records	Permanent
0027	Website	Permanent

National Archives and Records Administration  
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0056-2023-0001

Status: APPROVED  
Date Approved: 04/14/2026

Records Schedule Items

<b>DAA-0056-2023-0001-0001</b>		<b>STATUS: Active</b>
<b>ITEM GENERAL INFORMATION</b>		
Item Title	Directives	
Item Description	These files contain memoranda (final version of directives) concerning internal operations or procedures from the Special Inspector General or the Deputy Special Inspector General to SIGPR offices or SIGPR employees.	
Is this item media neutral?	Yes	
Is this item a Big Bucket?	No	
<b>SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS</b>		
Does this item supersede existing disposition authorities?	No	
Is this item a deviation from the GRS?	No	
<b>DISPOSITION INSTRUCTION</b>		
Final Disposition	Permanent	
Cutoff Instructions	Other: Cutoff at end of calendar year that the record is issued as final.	
Are there multiple instructions for this item?	No	
Transfer Instruction	Other: Transfer to the National Archives upon dissolution of SIGPR or 20 years after cutoff, whichever is earlier.	
<b>ADDITIONAL INFORMATION</b>		
Current Records Format	Textual data:5 GB	
Approximate first year of records covered by this authority	2020	
End year of records covered by this authority	Year: 2025	
Frequency of transfer	1	
Are any of the records covered by this item subject to a FOIA exemption?	No	

<b>DAA-0056-2023-0001-0002</b>		<b>STATUS: Active</b>
<b>ITEM GENERAL INFORMATION</b>		
Item Title	Reports to Congress	

National Archives and Records Administration  
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0056-2023-0001

Status: APPROVED  
Date Approved: 04/14/2026

Item Description	These files contain SIGPR's quarterly reports to Congress required by the CARES Act, special reports to Congress required by the Inspector General Act of 1978, as amended, and the reports' supporting documents.
Is this item media neutral?	Yes
Is this item a Big Bucket?	No
<b>SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS</b>	
Does this item supersede existing disposition authorities?	No
Is this item a deviation from the GRS?	No
<b>DISPOSITION INSTRUCTION</b>	
Final Disposition	Permanent
Cutoff Instructions	Other: Cutoff at end of calendar year
Are there multiple instructions for this item?	No
Transfer Instruction	Other: Transfer to the National Archives upon dissolution of SIGPR or 20 years after cutoff, whichever is earlier.
<b>ADDITIONAL INFORMATION</b>	
Current Records Format	Textual data:5 GB
Approximate first year of records covered by this authority	2020
End year of records covered by this authority	Year: 2025
Frequency of transfer	1
Are any of the records covered by this item subject to a FOIA exemption?	No

DAA-0056-2023-0001-0003	<b>STATUS: Active</b>
<b>ITEM GENERAL INFORMATION</b>	
Item Title	Memoranda of Understanding
Item Description	These files contain formal agreements between SIGPR and other federal agencies or offices, including their attachments.
Is this item media neutral?	Yes
Is this item a Big Bucket?	No
<b>SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS</b>	
Does this item supersede existing disposition authorities?	No
Is this item a deviation from the GRS?	No

National Archives and Records Administration  
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0056-2023-0001

Status: APPROVED  
Date Approved: 04/14/2026

DISPOSITION INSTRUCTION	
Final Disposition	Permanent
Cutoff Instructions	Other: Cutoff at end of calendar year that the record is issued as final.
Are there multiple instructions for this item?	No
Transfer Instruction	Other: Transfer to the National Archives upon dissolution of SIGPR or 20 years after cutoff, whichever is earlier.
ADDITIONAL INFORMATION	
Current Records Format	Textual data:5 GB
Approximate first year of records covered by this authority	2020
End year of records covered by this authority	Year: 2025
Frequency of transfer	1
Are any of the records covered by this item subject to a FOIA exemption?	No

DAA-0056-2023-0001-0004		STATUS: Active
ITEM GENERAL INFORMATION		
Item Title	Public Affairs Videos	
Item Description	These are External Affairs (Public Affairs) Videos containing interviews, speeches and media coverage of SIGPR's mission. Some videos may include transcripts.	
Is this item media neutral?	Yes	
Is this item a Big Bucket?	No	
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS		
Does this item supersede existing disposition authorities?	No	
Is this item a deviation from the GRS?	No	
DISPOSITION INSTRUCTION		
Final Disposition	Permanent	
Cutoff Instructions	Other: Cutoff at end of calendar year	
Are there multiple instructions for this item?	No	
Transfer Instruction	Other: Transfer to the National Archives upon dissolution of SIGPR or 20 years after cutoff, whichever is earlier.	
ADDITIONAL INFORMATION		

National Archives and Records Administration  
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0056-2023-0001

Status: APPROVED  
Date Approved: 04/14/2026

Current Records Format	Digital moving pictures:2 GB ; Textual data:1 GB
Approximate first year of records covered by this authority	2020
End year of records covered by this authority	Year: 2025
Frequency of transfer	1
Are any of the records covered by this item subject to a FOIA exemption?	No

<b>DAA-0056-2023-0001-0005</b>		<b>STATUS: Active</b>
<b>ITEM GENERAL INFORMATION</b>		
Item Title	Press Releases	
Item Description	These files cover External Affairs (Public Affairs) Mission related press releases to media.	
Is this item media neutral?	Yes	
Is this item a Big Bucket?	No	
<b>SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS</b>		
Does this item supersede existing disposition authorities?	No	
Is this item a deviation from the GRS?	No	
<b>DISPOSITION INSTRUCTION</b>		
Final Disposition	Permanent	
Cutoff Instructions	Other: Cutoff at end of calendar year	
Are there multiple instructions for this item?	No	
Transfer Instruction	Other: Transfer to the National Archives upon dissolution of SIGPR or 20 years after cutoff, whichever is earlier.	
<b>ADDITIONAL INFORMATION</b>		
Current Records Format	Textual data:1GB	
Approximate first year of records covered by this authority	2020	
End year of records covered by this authority	Year: 2025	
Frequency of transfer	1	
Are any of the records covered by this item subject to a FOIA exemption?	No	

<b>DAA-0056-2023-0001-0006</b>	<b>STATUS: Active</b>
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National Archives and Records Administration  
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0056-2023-0001

Status: APPROVED  
Date Approved: 04/14/2026

<b>ITEM GENERAL INFORMATION</b>	
Item Title	Speeches
Item Description	These files cover External Affairs (Public Affairs) Mission Related speeches made to various government and civilian organizations concerning SIGPR's mission.
Is this item media neutral?	Yes
Is this item a Big Bucket?	No
<b>SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS</b>	
Does this item supersede existing disposition authorities?	No
Is this item a deviation from the GRS?	No
<b>DISPOSITION INSTRUCTION</b>	
Final Disposition	Permanent
Cutoff Instructions	Other: Cutoff at end of calendar year
Are there multiple instructions for this item?	No
Transfer Instruction	Other: Transfer to the National Archives upon dissolution of SIGPR or 20 years after cutoff, whichever is earlier.
<b>ADDITIONAL INFORMATION</b>	
Current Records Format	Textual data:2 GB
Approximate first year of records covered by this authority	2020
End year of records covered by this authority	Year: 2025
Frequency of transfer	1
Are any of the records covered by this item subject to a FOIA exemption?	No

DAA-0056-2023-0001-0007	STATUS: Active
<b>ITEM GENERAL INFORMATION</b>	
Item Title	Mission-related Publications
Item Description	These files are external publications that cover SIGPR's mission-related oversight and investigatory work.
Is this item media neutral?	Yes
Is this item a Big Bucket?	No
<b>SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS</b>	
Does this item supersede existing disposition authorities?	No

National Archives and Records Administration  
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0056-2023-0001

Status: APPROVED  
Date Approved: 04/14/2026

Is this item a deviation from the GRS?	No
<b>DISPOSITION INSTRUCTION</b>	
Final Disposition	Permanent
Cutoff Instructions	Other: Cutoff at end of calendar year
Are there multiple instructions for this item?	No
Transfer Instruction	Other: Transfer to the National Archives upon dissolution of SIGPR or 20 years after cutoff, whichever is earlier.
<b>ADDITIONAL INFORMATION</b>	
Current Records Format	Textual data:1 GB ; Presentation formats:1 GB
Approximate first year of records covered by this authority	2020
End year of records covered by this authority	Year: 2025
Frequency of transfer	1
Are any of the records covered by this item subject to a FOIA exemption?	No

DAA-0056-2023-0001-0008	<b>STATUS: Active</b>
<b>ITEM GENERAL INFORMATION</b>	
Item Title	Legal Advisory Opinion Memoranda
Item Description	These files are maintained by SIGPR in connection with the development of significant legal opinions by the Department of Justice (DOJ) and memoranda. They include legal issues of first impression and precedent, the interpretation of enabling legislation, and issues that have the potential for long-term and wide-ranging legal impact. Such files will contain, at a minimum, a copy of the final written opinion and addendum.
Is this item media neutral?	Yes
Is this item a Big Bucket?	No
<b>SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS</b>	
Does this item supersede existing disposition authorities?	No
Is this item a deviation from the GRS?	No
<b>DISPOSITION INSTRUCTION</b>	
Final Disposition	Permanent
Cutoff Instructions	Other: Cutoff at end of calendar year

National Archives and Records Administration  
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0056-2023-0001

Status: APPROVED  
Date Approved: 04/14/2026

Are there multiple instructions for this item?	No
Transfer Instruction	Other: Transfer to the National Archives upon dissolution of SIGPR or 20 years after cutoff, whichever is earlier.
<b>ADDITIONAL INFORMATION</b>	
Current Records Format	Textual data:250 GB
Approximate first year of records covered by this authority	2020
End year of records covered by this authority	Year: 2025
Frequency of transfer	1
Are any of the records covered by this item subject to a FOIA exemption?	Yes
FOIA Exemption(s)	FOIA (b)(5) Inter-agency or Intra-agency Memorandums or Letters Not Available by Law

DAA-0056-2023-0001-0009		STATUS: Active
<b>ITEM GENERAL INFORMATION</b>		
Item Title	Legal Advisory Working Files	
Item Description	These files are maintained by SIGPR as program working files in connection with the development of legal opinions and memoranda. They include background materials such as research, notes, and drafts.	
Is this item media neutral?	Yes	
Is this item a Big Bucket?	No	
<b>SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS</b>		
Does this item supersede existing disposition authorities?	No	
Is this item a deviation from the GRS?	No	
<b>DISPOSITION INSTRUCTION</b>		
Final Disposition	Temporary	
Cutoff Instructions	Other: Cutoff at end of calendar year	
Retention Period	Other: Destroy upon dissolution of SIGPR or 3 years after cutoff, whichever is earlier.	
<b>ADDITIONAL INFORMATION</b>		
Are any of the records covered by this item national security classified?	No	
GAO Approval Required	No	

National Archives and Records Administration  
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0056-2023-0001

Status: APPROVED  
Date Approved: 04/14/2026

<b>DAA-0056-2023-0001-0010</b>		<b>STATUS: Active</b>
<b>ITEM GENERAL INFORMATION</b>		
Item Title	Legislation Reviewed by SIGPR	
Item Description	These files are internal reviews and guidance in connection with the monitoring of legislative activity that may affect SIGPR's mission and operations.	
Is this item media neutral?	Yes	
Is this item a Big Bucket?	No	
<b>SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS</b>		
Does this item supersede existing disposition authorities?	No	
Is this item a deviation from the GRS?	No	
<b>DISPOSITION INSTRUCTION</b>		
Final Disposition	Permanent	
Cutoff Instructions	Other: Cutoff at end of calendar year	
Are there multiple instructions for this item?	No	
Transfer Instruction	Other: Transfer to the National Archives upon dissolution of SIGPR or 20 years after cutoff, whichever is earlier.	
<b>ADDITIONAL INFORMATION</b>		
Current Records Format	Textual data:5 GB	
Approximate first year of records covered by this authority	2020	
End year of records covered by this authority	Year: 2025	
Frequency of transfer	1	
Are any of the records covered by this item subject to a FOIA exemption?	No	

<b>DAA-0056-2023-0001-0011</b>		<b>STATUS: Active</b>
<b>ITEM GENERAL INFORMATION</b>		
Item Title	High-Level Correspondence	

National Archives and Records Administration  
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0056-2023-0001

Status: APPROVED  
Date Approved: 04/14/2026

Item Description	These files encompass incoming and outgoing correspondence with members of Congress prescribing SIGPR's policies, programs and objectives; the formulation and implementation of plans, responses, and decisions on matters of major policy impact; or the provision of operational and managerial guidance to all organizational segments of SIGPR.
Is this item media neutral?	Yes
Is this item a Big Bucket?	No
<b>SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS</b>	
Does this item supersede existing disposition authorities?	No
Is this item a deviation from the GRS?	No
<b>DISPOSITION INSTRUCTION</b>	
Final Disposition	Permanent
Cutoff Instructions	Other: Cutoff at end of calendar year
Are there multiple instructions for this item?	No
Transfer Instruction	Other: Transfer to the National Archives upon dissolution of SIGPR or 20 years after cutoff, whichever is earlier.
<b>ADDITIONAL INFORMATION</b>	
Current Records Format	Textual data:10 GB
Approximate first year of records covered by this authority	2020
End year of records covered by this authority	Year: 2025
Frequency of transfer	1
Are any of the records covered by this item subject to a FOIA exemption?	No

DAA-0056-2023-0001-0012	STATUS: Active
<b>ITEM GENERAL INFORMATION</b>	
Item Title	Routine Correspondence
Item Description	These files encompass incoming and outgoing correspondence of a routine or a recurring nature that does not have an impact or effect on the core mission, or significant policies and procedures.
Is this item media neutral?	Yes
Is this item a Big Bucket?	No
<b>SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS</b>	

National Archives and Records Administration  
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0056-2023-0001

Status: APPROVED  
Date Approved: 04/14/2026

Does this item supersede existing disposition authorities?	No
Is this item a deviation from the GRS?	No
<b>DISPOSITION INSTRUCTION</b>	
Final Disposition	Temporary
Cutoff Instructions	Other: Cutoff at end of calendar year
Retention Period	Other: Destroy upon dissolution of SIGPR or 3 years after cutoff, whichever is earlier.
<b>ADDITIONAL INFORMATION</b>	
Are any of the records covered by this item national security classified?	No
GAO Approval Required	No

<b>DAA-0056-2023-0001-0013</b>	<b>STATUS: Active</b>
<b>ITEM GENERAL INFORMATION</b>	
Item Title	Litigation - Significant Litigation Files
Item Description	These files consist of pleadings, correspondence, memoranda, subpoenas, studies, appraisals, decisions and related documents for judicial proceedings. Files designated as “significant” include cases that involve novel legal issues or facts, cases that impact the entire operations or an entire functional area of SIGPR, criminal cases resulting in plea or conviction, civil or administrative cases with a high dollar value resulting in settlement or judgment, cases that are extremely complex, and cases that involve recurring litigants.
Is this item media neutral?	Yes
Is this item a Big Bucket?	No
<b>SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS</b>	
Does this item supersede existing disposition authorities?	No
Is this item a deviation from the GRS?	No
<b>DISPOSITION INSTRUCTION</b>	
Final Disposition	Permanent
Cutoff Instructions	Other: Cutoff files at end of calendar year that the litigation has ended.
Are there multiple instructions for this item?	No

National Archives and Records Administration  
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0056-2023-0001

Status: APPROVED  
Date Approved: 04/14/2026

Transfer Instruction	Other: Transfer to the National Archives upon dissolution of SIGPR (if litigation has ended) or 15 years after cutoff, whichever is earlier.
<b>ADDITIONAL INFORMATION</b>	
Current Records Format	Textual data:10 GB
Approximate first year of records covered by this authority	2020
End year of records covered by this authority	Year: 2025
Frequency of transfer	1
Are any of the records covered by this item subject to a FOIA exemption?	No

DAA-0056-2023-0001-0014	<b>STATUS: Active</b>
<b>ITEM GENERAL INFORMATION</b>	
Item Title	Litigation - All Other Litigation Files
Item Description	These files consist of pleadings, correspondence, memoranda, subpoenas, studies, appraisals, decisions, and related documents for administrative proceedings. These records consist of administrative claims.
Is this item media neutral?	Yes
Is this item a Big Bucket?	No
<b>SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS</b>	
Does this item supersede existing disposition authorities?	No
Is this item a deviation from the GRS?	No
<b>DISPOSITION INSTRUCTION</b>	
Final Disposition	Temporary
Cutoff Instructions	Other: Cutoff files at end of calendar year the litigation is ended.
Retention Period	Other: Destroy upon dissolution of SIGPR (if litigation has ended) or 10 years after cutoff, whichever is sooner.
<b>ADDITIONAL INFORMATION</b>	
Are any of the records covered by this item national security classified?	No
GAO Approval Required	No

DAA-0056-2023-0001-0015	<b>STATUS: Active</b>
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National Archives and Records Administration  
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0056-2023-0001

Status: APPROVED  
Date Approved: 04/14/2026

<b>ITEM GENERAL INFORMATION</b>	
Item Title	Investigative Cases - Case Files
Item Description	<p>Investigative case files are developed during investigations related to CARES Act programs within SIGPR's jurisdiction. The investigations rise to the level of opening a case. They include investigative files relating to lenders, borrowers, and complaints. Case files of note include, but are not limited to:</p> <ul style="list-style-type: none"> <li>a) the subject of the file is the Secretary of the Treasury, Deputy Secretary, Assistant Secretaries, Deputy Assistant Secretaries, bureau or office heads, or any equivalent of these positions;</li> <li>b) the case attracts significant national or regional media attention;</li> <li>c) the case results in significant Congressional interest or action; or</li> <li>d) the case results in substantive changes in policies and procedures</li> </ul> <p>Files consist of investigative reports and related case documents, such as correspondence and notes.</p>
Is this item media neutral?	Yes
Is this item a Big Bucket?	No
<b>SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS</b>	
Does this item supersede existing disposition authorities?	No
Is this item a deviation from the GRS?	No
<b>DISPOSITION INSTRUCTION</b>	
Final Disposition	Permanent
Cutoff Instructions	Other: Cutoff after the final, legal or administrative action.
Are there multiple instructions for this item?	No
Transfer Instruction	Other: Transfer to the National Archives upon dissolution of SIGPR (if final action taken) or 15 years after cutoff, whichever is sooner.
<b>ADDITIONAL INFORMATION</b>	
Current Records Format	Textual data:30 GB
Approximate first year of records covered by this authority	2020
End year of records covered by this authority	Year: 2025

National Archives and Records Administration  
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0056-2023-0001

Status: APPROVED  
Date Approved: 04/14/2026

Frequency of transfer	1
Are any of the records covered by this item subject to a FOIA exemption?	No

<b>DAA-0056-2023-0001-0018</b>		<b>STATUS: Active</b>
<b>ITEM GENERAL INFORMATION</b>		
Item Title	Investigative Cases - Preliminary	
Item Description	Files containing information or allegations which are of an investigative nature but do not result in the establishment of a formal case file. These files include complaints with anonymous or vague allegations not warranting an investigation, matters referred to other agencies, or other files providing general information or assessments which may prove useful in the SIGPR's investigations.	
Is this item media neutral?	Yes	
Is this item a Big Bucket?	No	
<b>SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS</b>		
Does this item supersede existing disposition authorities?	No	
Is this item a deviation from the GRS?	No	
<b>DISPOSITION INSTRUCTION</b>		
Final Disposition	Temporary	
Cutoff Instructions	Other: Cutoff after the final, legal, or administrative action.	
Retention Period	Other: Destroy upon dissolution of SIGPR (after final action) or 5 years after cutoff, whichever is sooner.	
<b>ADDITIONAL INFORMATION</b>		
Are any of the records covered by this item national security classified?	No	
GAO Approval Required	No	

<b>DAA-0056-2023-0001-0019</b>		<b>STATUS: Active</b>
<b>ITEM GENERAL INFORMATION</b>		
Item Title	Investigative Cases - Investigation Program Records	

National Archives and Records Administration  
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0056-2023-0001

Status: APPROVED  
Date Approved: 04/14/2026

Item Description	These documents relate to the internal administration and management of the investigation function that are not general administrative or housekeeping files. These files include organizational charts and functional statements, records documenting policies and procedures, internal reviews of investigative field offices, and other materials relating to the Office of Investigation's program functions.
Is this item media neutral?	Yes
Is this item a Big Bucket?	No
<b>SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS</b>	
Does this item supersede existing disposition authorities?	No
Is this item a deviation from the GRS?	No
<b>DISPOSITION INSTRUCTION</b>	
Final Disposition	Permanent
Cutoff Instructions	Cut off at end of Calendar year.
Are there multiple instructions for this item?	No
Transfer Instruction	Other: Transfer to the National Archives upon dissolution of SIGPR or 20 years after cutoff, whichever is earlier.
<b>ADDITIONAL INFORMATION</b>	
Current Records Format	Textual data:5 GB
Approximate first year of records covered by this authority	2020
End year of records covered by this authority	Year: 2025
Frequency of transfer	1
Are any of the records covered by this item subject to a FOIA exemption?	No

DAA-0056-2023-0001-0020	STATUS: Active
<b>ITEM GENERAL INFORMATION</b>	
Item Title	Audits/Evaluations - Audits and Evaluations

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REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0056-2023-0001

Status: APPROVED  
Date Approved: 04/14/2026

Item Description	These files encompass audits and evaluations of the programs, operations, and procedures within SIGPR’s jurisdiction to include any contract audits. They contain audit and evaluation reports with supporting work to include recommendations, conclusions, and/or corrective actions taken, as well as related correspondence and memoranda. Audits may be recurring and/or meet one or more of the following criteria:  a) attracts significant attention in the media, either on the national or local level; b) results in significant Congressional interest or action; or c) is unique in scope, but is nonrecurring
Is this item media neutral?	Yes
Is this item a Big Bucket?	No
<b>SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS</b>	
Does this item supersede existing disposition authorities?	No
Is this item a deviation from the GRS?	No
<b>DISPOSITION INSTRUCTION</b>	
Final Disposition	Permanent
Cutoff Instructions	Other: Cutoff at the end of the calendar year in which report is issued.
Are there multiple instructions for this item?	No
Transfer Instruction	Other: Transfer to the National Archives upon dissolution of SIGPR or 20 years after cutoff, whichever is earlier.
<b>ADDITIONAL INFORMATION</b>	
Current Records Format	Textual data:50 GB
Approximate first year of records covered by this authority	2020
End year of records covered by this authority	Year: 2025
Frequency of transfer	1
Are any of the records covered by this item subject to a FOIA exemption?	No

<b>DAA-0056-2023-0001-0023</b>	<b>STATUS: Active</b>
<b>ITEM GENERAL INFORMATION</b>	
Item Title	Audits/Evaluations - Preliminary

National Archives and Records Administration  
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0056-2023-0001

Status: APPROVED  
Date Approved: 04/14/2026

Item Description	These files contain records created or acquired during the development of audits and evaluations. These records include correspondence, memoranda, and supporting work papers, excluding records for audits and evaluations covered by the item for Audits and Evaluations above.
Is this item media neutral?	Yes
Is this item a Big Bucket?	No
<b>SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS</b>	
Does this item supersede existing disposition authorities?	No
Is this item a deviation from the GRS?	No
<b>DISPOSITION INSTRUCTION</b>	
Final Disposition	Temporary
Cutoff Instructions	Other: Cutoff at end of calendar year
Retention Period	Other: Destroy upon dissolution of SIGPR or 7 years after cutoff, whichever is earlier.
<b>ADDITIONAL INFORMATION</b>	
Are any of the records covered by this item national security classified?	No
GAO Approval Required	No

<b>DAA-0056-2023-0001-0024</b>	<b>STATUS: Active</b>
<b>ITEM GENERAL INFORMATION</b>	
Item Title	Audits/Evaluations - Audit Planning and Tracking Files - Planned Audits
Item Description	Identifying areas for audit, defining the scope of planned audits, and scheduling audits.
Is this item media neutral?	Yes
Is this item a Big Bucket?	No
<b>SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS</b>	
Does this item supersede existing disposition authorities?	No
Is this item a deviation from the GRS?	No
<b>DISPOSITION INSTRUCTION</b>	
Final Disposition	Temporary
Cutoff Instructions	Other: Cutoff at end of calendar year

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Records Schedule Number: DAA-0056-2023-0001

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Retention Period	Other: Destroy upon dissolution of SIGPR or 3 years after cutoff, whichever is earlier.
<b>ADDITIONAL INFORMATION</b>	
Are any of the records covered by this item national security classified?	No
GAO Approval Required	No

<b>DAA-0056-2023-0001-0025</b>	<b>STATUS: Active</b>
<b>ITEM GENERAL INFORMATION</b>	
Item Title	Audits/Evaluations - Audit Planning and Tracking Files - Corrective Action
Item Description	Tracking list of corrective action submissions on audit report recommendations.
Is this item media neutral?	Yes
Is this item a Big Bucket?	No
<b>SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS</b>	
Does this item supersede existing disposition authorities?	No
Is this item a deviation from the GRS?	No
<b>DISPOSITION INSTRUCTION</b>	
Final Disposition	Temporary
Cutoff Instructions	Other: Cutoff at end of calendar year
Retention Period	Other: Destroy upon dissolution of SIGPR or 3 years after cutoff, whichever is earlier.
<b>ADDITIONAL INFORMATION</b>	
Are any of the records covered by this item national security classified?	No
GAO Approval Required	No

<b>DAA-0056-2023-0001-0026</b>	<b>STATUS: Active</b>
<b>ITEM GENERAL INFORMATION</b>	
Item Title	Establishment Records
Item Description	These are the records that established the Special Inspector General for Pandemic Recovery (SIGPR) by the CARES Act in March of 2020. The records include the original charter, amended charter, organizational charts, directories, functional statements, strategic plans, and related background materials.

National Archives and Records Administration  
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0056-2023-0001

Status: APPROVED  
Date Approved: 04/14/2026

Is this item media neutral?	Yes
Is this item a Big Bucket?	No
<b>SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS</b>	
Does this item supersede existing disposition authorities?	No
Is this item a deviation from the GRS?	No
<b>DISPOSITION INSTRUCTION</b>	
Final Disposition	Permanent
Cutoff Instructions	Other: Cutoff at end of calendar year
Are there multiple instructions for this item?	No
Transfer Instruction	Other: Transfer to the National Archives upon dissolution of SIGPR or 15 years after cutoff, whichever is earlier.
<b>ADDITIONAL INFORMATION</b>	
Current Records Format	Textual data:1 MB
Approximate first year of records covered by this authority	2020
End year of records covered by this authority	Year: 2025
Frequency of transfer	1
Are any of the records covered by this item subject to a FOIA exemption?	No

<b>DAA-0056-2023-0001-0027</b>	<b>STATUS: Active</b>
<b>ITEM GENERAL INFORMATION</b>	
Item Title	Website
Item Description	The website for Special Inspector General for Pandemic Recovery (SIGPR) is <a href="https://www.sigpr.gov">https://www.sigpr.gov</a> . It includes the following: a) featured news that contains articles and news stories related to SIGPR and COVID-related fraud; b) resource pages highlighting the SIGPR mission such as "Report Fraud, Waste & Abuse", "File a Whistleblower Complaint", and "Meet the Inspector General"; c) videos and d) the latest publicly posted reports (reports to Congress, audits).
Is this item media neutral?	Yes
Is this item a Big Bucket?	No
<b>SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS</b>	
Does this item supersede existing disposition authorities?	No

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Records Schedule Number: DAA-0056-2023-0001

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Is this item a deviation from the GRS?	No
<b>DISPOSITION INSTRUCTION</b>	
Final Disposition	Permanent
Cutoff Instructions	There is no cutoff instruction
Are there multiple instructions for this item?	No
Transfer Instruction	Other: The website will be transferred to the University of North Texas (UNT) upon termination of SIGPR under the provisions of the affiliated archives relationship established in 2006.
<b>ADDITIONAL INFORMATION</b>	
Current Records Format	Web records:5 GB
Approximate first year of records covered by this authority	2020
End year of records covered by this authority	Year: 2025
Frequency of transfer	0
Are any of the records covered by this item subject to a FOIA exemption?	No

National Archives and Records Administration  
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0056-2023-0001

Status: APPROVED  
Date Approved: 04/14/2026

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Signatory Information

Action	User	Date
Approve	Edward Forst (Acting Archivist)	04/14/2026

National Archives and Records Administration  
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0059-2020-0017

Status: APPROVED  
Date Approved: 04/14/2026

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## General Information

Agency or Establishment	Department of State
Record/Scheduling Group	0059 - General Records of the Department of State
Records Schedule Applies To	Agency Subdivision
Major Subdivision	Bureau of Consular Affairs (CA)
Schedule Subject	Consolidated Schedule: Records of the Bureau of Consular Affairs (CA)
Additional Schedule Information	<p>Flexible schedule that consolidates the records of the State Department Bureau of Consular Affairs (CA) and applies to records 2012 and forward. This schedule does not supersede existing records schedules for the Bureau. Crosswalk with additional detail is attached to the schedule.</p> <p>The mission of CA is to protect the lives and interest of U.S. citizens overseas through routine and emergency services at embassies and consulates around the world. CA implements policy relating to immigration and consular services, provides consular services that protect U.S. citizens and their interests abroad, ensures U.S. border security, facilitates the entry of legitimate travelers, and fosters economic growth.</p>
Is There a Classified Version of This Schedule?	No
Is consultation and coordination with Tribal Governments required?	Predate requirement

National Archives and Records Administration  
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0059-2020-0017

Status: APPROVED  
Date Approved: 04/14/2026

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## Item Count

Total number of disposition items: 26

Number of Temporary disposition items: 23

Number of Permanent disposition items: 3

Number of Items with Disposition Not Approved: 0

Number of Inactive disposition items: 0

National Archives and Records Administration  
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0059-2020-0017

Status: APPROVED  
Date Approved: 04/14/2026

Outline of Records Schedule Items for DAA-0059-2020-0017

<b>Item #</b>	<b>Title</b>	<b>Disposition</b>
0001	Program and Administrative Records : Program Files	Permanent
0002	Program and Administrative Records : Consular Operations and Support Records	Temporary
0003	Program and Administrative Records : Communication and Publication Records	Permanent
0004	Program and Administrative Records : Specialized Training Records	Temporary
0005	Program and Administrative Records : Consular Workload and Statistics Records	Temporary
0006	Program and Administrative Records : Public Affairs Records	Temporary
0007	Program and Administrative Records : Working Files	Temporary
0008	Visa Records : Approved Visa Issuance Case Files	Temporary
0009	Vital Records : Vital Records	Permanent
0010	Vital Records : Adoption Tracking Service Records	Temporary
0011	Review and Verification Records : Lookout, Name Check, and Case Management Records	Temporary
0012	Review and Verification Records : Authentication Records	Temporary
0013	Review and Verification Records : Apostilles Records	Temporary
0014	Review and Verification Records : Precedent Cases	Temporary
0015	Review and Verification Records : Undeliverable Cases	Temporary
0016	Review and Verification Records : Fraud Case Files	Temporary
0017	Review and Verification Records : Waiver Review Records	Temporary
0018	Refused, Withdrawn, and Terminated Cases : Immigrant and Non-Immigrant Visa Refusal Case Files: short-term records	Temporary
0019	Refused, Withdrawn, and Terminated Cases : Immigrant and Non-Immigrant Visa Refusal Case Files: mid-term records	Temporary
0020	Refused, Withdrawn, and Terminated Cases : Immigrant and Non-Immigrant Visa Refusal Case Files: long-term records	Temporary
0021	Refused, Withdrawn, and Terminated Cases : Parole Program Approval and Refusal Case Files	Temporary
0022	Refused, Withdrawn, and Terminated Cases : Case Files of Deceased Applicants	Temporary

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0023	Special, Legal, and Judicial Cases : Judicial Services Legal Assistance Case Files	Temporary
0024	Special, Legal, and Judicial Cases : Foreign Sovereign Immunities Act Judicial Assistance	Temporary
0025	Special, Legal, and Judicial Cases : American Citizens Services Case Files	Temporary
0026	Special, Legal, and Judicial Cases : Child Custody/Abduction Case Files	Temporary

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Records Schedule Number: DAA-0059-2020-0017

Status: APPROVED  
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Records Schedule Items

<b>Group Title</b>		Program and Administrative Records
DAA-0059-2020-0017-0001		STATUS: Active
<b>ITEM GENERAL INFORMATION</b>		
Item Title	Program Files	
Item Description	<p>Records documenting the development, formulation, and implementation of CA programs, policies, projects, and initiatives relating to immigration, consular protection, border security, nationality, vital records, passport services, visa services, fraud detection and prevention, U.S. citizenship documentation, authentication, protection and welfare of U.S. citizens and interests abroad, abduction, adoption, American Liaison Network, arrests, child abandonment/abuse/exploitation/neglect/ support, crisis management, death, disaster, estates, financial assistance, forced marriage, loss of nationality, medical assistance, notarial matters, privacy, property, protecting power, consular information program, welfare and whereabouts, potential terrorist activity by U.S. nationals and other provisions of consular operations. These records include, but are not limited to, intelligence reports; fraud reports; country files; alert bulletins; consular policies; policy coordination and implementation; studies and reports; Congressional relations and the development of related legislation; briefing papers; position papers; reports of birth of American citizens abroad; inter-country adoptions; certificates of witness to marriage; certificates of loss of nationality; oaths of repatriation; memoranda of agreement; standards of operations; inspection reports; and all other related records.</p>	
Is this item media neutral?	Yes	
Is this item a Big Bucket?	No	
<b>SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS</b>		
Does this item supersede existing disposition authorities?	No	
Is this item a deviation from the GRS?	No	
<b>DISPOSITION INSTRUCTION</b>		
Final Disposition	Permanent	
Cutoff Instructions	Other: Cutoff at the end of calendar year or final action.	

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Are there multiple instructions for this item?	No
Transfer Instruction	Transfer to the National Archives 25 year(s) after cutoff
<b>ADDITIONAL INFORMATION</b>	
Current Records Format	Textual data:Unknown
Approximate first year of records covered by this authority	2012
Are any of the records covered by this item subject to a FOIA exemption?	No
<b>DAA-0059-2020-0017-0002 STATUS: Active</b>	
<b>ITEM GENERAL INFORMATION</b>	
Item Title	Consular Operations and Support Records
Item Description	Records providing ancillary support to the operation of CA mission programs and initiatives. Records include, but are not limited to, memorandum of agreements (MOAs); memorandum of understandings (MOUs); routine and general correspondence; legal correspondence; congressional inquiries; legislative referrals; public inquiries; validation studies; fraud statistics and narratives; fraud alerts; fraud detection and national security (FDNS) program; requests for authorization; authorizations for a no-fee passport; requests for information; status reports; accountability data for the issuance of diplomatic and official passports; requirements; surveys; plans; certificates, cards of identity, and registration; document authentication; assignment and workload management; performance measures; notification and access files; misdirected notification documents; tracking and monitoring of visa application process from foreign embassies and/or consulates for official U.S. government travelers; and all related records.
Is this item media neutral?	Yes
Is this item a Big Bucket?	No
<b>SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS</b>	
Does this item supersede existing disposition authorities?	No
Is this item a deviation from the GRS?	No
<b>DISPOSITION INSTRUCTION</b>	
Final Disposition	Temporary
Retention Period	Other: Destroy when 2 years old but longer retention up to 7 years is authorized if required for business use.

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Records Schedule Number: DAA-0059-2020-0017

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<b>ADDITIONAL INFORMATION</b>	
Are any of the records covered by this item national security classified?	
GAO Approval Required	No
<b>DAA-0059-2020-0017-0003</b> <span style="float: right;"><b>STATUS: Active</b></span>	
<b>ITEM GENERAL INFORMATION</b>	
Item Title	Communication and Publication Records
Item Description	Records documenting communications and publications produced and issued by CA to inform the public of safety issues relating to travel in foreign countries. Records include, but are not limited to, advisories, warnings, publications, and other CA related communications.
Is this item media neutral?	Yes
Is this item a Big Bucket?	No
<b>SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS</b>	
Does this item supersede existing disposition authorities?	No
Is this item a deviation from the GRS?	No
<b>DISPOSITION INSTRUCTION</b>	
Final Disposition	Permanent
Are there multiple instructions for this item?	No
Transfer Instruction	Other: Transfer to National Archives when 25 years old.
<b>ADDITIONAL INFORMATION</b>	
Approximate first year of records covered by this authority	2012
Frequency of transfer	1
Are any of the records covered by this item subject to a FOIA exemption?	
<b>DAA-0059-2020-0017-0004</b> <span style="float: right;"><b>STATUS: Active</b></span>	
<b>ITEM GENERAL INFORMATION</b>	
Item Title	Specialized Training Records

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Records Schedule Number: DAA-0059-2020-0017

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Item Description	Records documenting the development, coordination, and implementation of specialized or formally established training of Consular Officers and other Federal agency personnel in fraud detection and related subjects. Records include, but are not limited to, intra and inter-agency correspondence, policy and position papers, studies, trip reports, course syllabi, schedules, hand-outs, instructor's notes, and all related materials reflecting activities of the training program.
Is this item media neutral?	Yes
Is this item a Big Bucket?	No
<b>SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS</b>	
Does this item supersede existing disposition authorities?	No
Is this item a deviation from the GRS?	No
<b>DISPOSITION INSTRUCTION</b>	
Final Disposition	Temporary
Retention Period	Other: Destroy when superseded, obsolete, or when 10 years old, whichever is sooner.
<b>ADDITIONAL INFORMATION</b>	
Are any of the records covered by this item national security classified?	
GAO Approval Required	No
<b>DAA-0059-2020-0017-0005</b>	<b>STATUS: Active</b>
<b>ITEM GENERAL INFORMATION</b>	
Item Title	Consular Workload and Statistics Records
Item Description	Records documenting numerical, statistical, and narrative data on Immigrant and non-immigrant visa processing; American citizen services; Federal agency services; Visa fraud prevention activities; Refugee and parole case processing; staffing work hours and patterns; and other related subjects. Records include, but are not limited to, annual numerical limitations on immigrants, visa issuances and refusals, qualified visa applicants monthly report, immigrant visa workload monthly report, nonimmigrant visas issued and refused semi-annual report, annual report of active registrants at posts, welfare/whereabouts, children's issues, citizenship and passport services, return of unused numbers, fraud statistics and narratives, accounting statistical reports of passports issued, monthly passport processing data, Federal benefits cases; and all related records.

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Is this item media neutral?	Yes
Is this item a Big Bucket?	No
<b>SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS</b>	
Does this item supersede existing disposition authorities?	No
Is this item a deviation from the GRS?	No
<b>DISPOSITION INSTRUCTION</b>	
Final Disposition	Temporary
Retention Period	Other: Destroy when 25 years old.
<b>ADDITIONAL INFORMATION</b>	
Are any of the records covered by this item national security classified?	
GAO Approval Required	No
<b>DAA-0059-2020-0017-0006</b>	<b>STATUS: Active</b>
<b>ITEM GENERAL INFORMATION</b>	
Item Title	Public Affairs Records
Item Description	Records include documents generated and submitted to the Bureau of Public Affairs (PA) for use at daily press briefings; communication from private organizations requesting Department officials to address consular-related topics at seminars, conferences, etc.; requests for publications and letters addressed to the Assistant Secretary from the general public that provide comments regarding consular matters; copies of Department communications, newspaper and press articles, background notes, post correspondence, public inquiries, reports, White House statements and other materials related to consular matters; memorandums submitted to the Bureau of Public Affairs requesting acceptance or denial for news media interviews and recommendation papers stating why the Department should accept or deny the request; update of on-going issues dealing with immigration between the U.S. and various countries; Public Service Announcements (PSAs) prepared by the Consular Affairs staff and distributed to or used by domestic broadcasters to provide information, procedures, practices, and guidance related to travel abroad.
Is this item media neutral?	Yes
Is this item a Big Bucket?	No
<b>SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS</b>	

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Does this item supersede existing disposition authorities?	No
Is this item a deviation from the GRS?	No
<b>DISPOSITION INSTRUCTION</b>	
Final Disposition	Temporary
Retention Period	Other: Destroy when 4 years old.
<b>ADDITIONAL INFORMATION</b>	
Are any of the records covered by this item national security classified?	
GAO Approval Required	No
<b>DAA-0059-2020-0017-0007</b>	
<b>STATUS: Active</b>	
<b>ITEM GENERAL INFORMATION</b>	
Item Title	Working Files
Item Description	Records consists of drafts that were consolidated into final product, supporting documentation, background materials, documentation not used to prepare CA reports and publications, and supplemental copies of reports and publications.
Is this item media neutral?	Yes
Is this item a Big Bucket?	No
<b>SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS</b>	
Does this item supersede existing disposition authorities?	No
Is this item a deviation from the GRS?	No
<b>DISPOSITION INSTRUCTION</b>	
Final Disposition	Temporary
Retention Period	Other: Destroy when 3 years old or when no longer needed, whichever is later.
<b>ADDITIONAL INFORMATION</b>	
Are any of the records covered by this item national security classified?	
GAO Approval Required	No

<b>Group Title</b>	Visa Records
<b>DAA-0059-2020-0017-0008</b>	
<b>STATUS: Active</b>	
<b>ITEM GENERAL INFORMATION</b>	
Item Title	Approved Visa Issuance Case Files

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Records Schedule Number: DAA-0059-2020-0017

Status: APPROVED  
Date Approved: 04/14/2026

Item Description	Records documenting the issuance of an immigrant or non-immigrant visa. Records include, but are not limited to, the application, personal and biographic data, adjudication data, visa clearance, name check data, case summary, case status, reports, correspondence, notes, and other supporting documentation regarding the visa applicants.
Is this item media neutral?	Yes
Is this item a Big Bucket?	No
<b>SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS</b>	
Does this item supersede existing disposition authorities?	No
Is this item a deviation from the GRS?	No
<b>DISPOSITION INSTRUCTION</b>	
Final Disposition	Temporary
Retention Period	Other: Destroy 25 years after issuance.
<b>ADDITIONAL INFORMATION</b>	
Are any of the records covered by this item national security classified?	
GAO Approval Required	No

Group Title	Vital Records
DAA-0059-2020-0017-0009	<b>STATUS: Active</b>
<b>ITEM GENERAL INFORMATION</b>	
Item Title	Vital Records
Item Description	Records documenting reports of birth of American citizens abroad; inter-country adoptions; certificates of witness to marriage; certificates of loss of nationality; oaths of repatriation; reports of death of American citizens overseas; historical estate cases; and all supporting documentation.
Is this item media neutral?	Yes
Is this item a Big Bucket?	No
<b>SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS</b>	
Does this item supersede existing disposition authorities?	No
Is this item a deviation from the GRS?	No
<b>DISPOSITION INSTRUCTION</b>	
Final Disposition	Permanent

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Cutoff Instructions	Other: Cutoff at the end of calendar year.
Are there multiple instructions for this item?	No
Transfer Instruction	Transfer to the National Archives 25 year(s) after cutoff
<b>ADDITIONAL INFORMATION</b>	
Approximate first year of records covered by this authority	2012
Frequency of transfer	1
Are any of the records covered by this item subject to a FOIA exemption?	
<b>DAA-0059-2020-0017-0010</b>	<b>STATUS: Active</b>
<b>ITEM GENERAL INFORMATION</b>	
Item Title	Adoption Tracking Service Records
Item Description	Records used to track, monitor, and report on all adoption cases involving emigration from or immigration to the U.S. as mandated by the Inter-country Adoption Act of 2000 (IAA). Activities include monitoring organizations that provide inter-country adoption services, responding to adoption-related inquiries from the public and other interested stakeholders, reporting to Congressional representatives on inter-country adoptions involving U.S. citizens, producing mandatory annual reports to Congress, and communicating with all inter-country adoption stakeholders.
Is this item media neutral?	Yes
Is this item a Big Bucket?	No
<b>SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS</b>	
Does this item supersede existing disposition authorities?	No
Is this item a deviation from the GRS?	No
<b>DISPOSITION INSTRUCTION</b>	
Final Disposition	Temporary
Retention Period	Other: Destroy 99 years after adoption case closure.
<b>ADDITIONAL INFORMATION</b>	
Are any of the records covered by this item national security classified?	
GAO Approval Required	No

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Records Schedule Number: DAA-0059-2020-0017

Status: APPROVED  
Date Approved: 04/14/2026

<b>Group Title</b>	Review and Verification Records
DAA-0059-2020-0017-0011	STATUS: Active
<b>ITEM GENERAL INFORMATION</b>	
Item Title	Lookout, Name Check, and Case Management Records
Item Description	Records used to determine those individuals to whom a passport or visa should be issued or denied, who have been denied passports or visas, are not entitled to the issuance of full validity passport or visa, or whose existing files must be reviewed prior to issuance; lookout index providing rapid access to names in lookout master file; name check history master file containing yearly listing of requests by Passport and Visa Services; and data extracted from case files requiring review and processing and used to track the life-cycle of each case.
Is this item media neutral?	Yes
Is this item a Big Bucket?	No
<b>SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS</b>	
Does this item supersede existing disposition authorities?	No
Is this item a deviation from the GRS?	No
<b>DISPOSITION INSTRUCTION</b>	
Final Disposition	Temporary
Retention Period	Other: Destroy when active agency use ceases but not to exceed 100 years.
<b>ADDITIONAL INFORMATION</b>	
Are any of the records covered by this item national security classified?	
GAO Approval Required	No
DAA-0059-2020-0017-0012	STATUS: Active
<b>ITEM GENERAL INFORMATION</b>	
Item Title	Authentication Records
Item Description	Records relating to authentication services for documents provided to private individuals, Federal agencies, organizations, and foreign governments for use in countries that are not members to the 1961 Hague Convention Treaty. Records include, but are not limited to, the authentication request, all correspondence, service number, fees collected, status reports, undeliverable cases, copies of certificates of deposit, the tracking of all requests, and related subjects.

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Is this item media neutral?	Yes
Is this item a Big Bucket?	No
<b>SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS</b>	
Does this item supersede existing disposition authorities?	No
Is this item a deviation from the GRS?	No
<b>DISPOSITION INSTRUCTION</b>	
Final Disposition	Temporary
Retention Period	Other: Destroy when 5 years old.
<b>ADDITIONAL INFORMATION</b>	
Are any of the records covered by this item national security classified?	
GAO Approval Required	No
<b>DAA-0059-2020-0017-0013</b>	<b>STATUS: Active</b>
<b>ITEM GENERAL INFORMATION</b>	
Item Title	Apostilles Records
Item Description	Records relating to the authentication of seals and signatures of officials on documents, such as birth certificates, court orders, or any other document issued by a public authority for use in participating countries and their territories as specified in the 1961 Hague Convention Treaty.
Is this item media neutral?	Yes
Is this item a Big Bucket?	No
<b>SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS</b>	
Does this item supersede existing disposition authorities?	No
Is this item a deviation from the GRS?	No
<b>DISPOSITION INSTRUCTION</b>	
Final Disposition	Temporary
Retention Period	Other: Destroy when 15 years old.
<b>ADDITIONAL INFORMATION</b>	
Are any of the records covered by this item national security classified?	
GAO Approval Required	No
<b>DAA-0059-2020-0017-0014</b>	<b>STATUS: Active</b>
<b>ITEM GENERAL INFORMATION</b>	

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Records Schedule Number: DAA-0059-2020-0017

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Item Title	Precedent Cases
Item Description	Records documenting the use of the Department's seal. Records include, but are not limited to, background material, policies, procedures, precedent uses of the seal, and other related subjects.
Is this item media neutral?	Yes
Is this item a Big Bucket?	No
<b>SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS</b>	
Does this item supersede existing disposition authorities?	No
Is this item a deviation from the GRS?	No
<b>DISPOSITION INSTRUCTION</b>	
Final Disposition	Temporary
Retention Period	Other: Destroy when 25 years old.
<b>ADDITIONAL INFORMATION</b>	
Are any of the records covered by this item national security classified?	
GAO Approval Required	No
<b>DAA-0059-2020-0017-0015</b>	<b>STATUS: Active</b>
<b>ITEM GENERAL INFORMATION</b>	
Item Title	Undeliverable Cases
Item Description	Records containing materials that have been returned as undeliverable and there has been no follow up by the requestor. Records include, but are not limited to, authenticated documents, letters of instruction on authentication procedures for powers of attorney, invitations, birth, marriage and death certificates, letters of inheritance, affidavits of support, and original and copies of transcripts and diplomats.
Is this item media neutral?	Yes
Is this item a Big Bucket?	No
<b>SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS</b>	
Does this item supersede existing disposition authorities?	No
Is this item a deviation from the GRS?	No
<b>DISPOSITION INSTRUCTION</b>	
Final Disposition	Temporary
Cutoff Instructions	Other: Cutoff at end of month in which document is returned.
Retention Period	Destroy 1 year(s) after cutoff

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Records Schedule Number: DAA-0059-2020-0017

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<b>ADDITIONAL INFORMATION</b>	
Are any of the records covered by this item national security classified?	
GAO Approval Required	No
<b>DAA-0059-2020-0017-0016</b> <span style="float: right;"><b>STATUS: Active</b></span>	
<b>ITEM GENERAL INFORMATION</b>	
Item Title	Fraud Case Files
Item Description	Case files documenting all fraud-related consular cases and referrals. Records include, but are not limited to, individuals or entities connected to fraud cases, fraud assessments, descriptions of activities performed to complete the assessments, fraud findings, all relevant associated documents, and tracking information on the life-cycle of each fraud case.
Is this item media neutral?	Yes
Is this item a Big Bucket?	No
<b>SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS</b>	
Does this item supersede existing disposition authorities?	No
Is this item a deviation from the GRS?	No
<b>DISPOSITION INSTRUCTION</b>	
Final Disposition	Temporary
Retention Period	Other: Destroy when 100 years old.
<b>ADDITIONAL INFORMATION</b>	
Are any of the records covered by this item national security classified?	
GAO Approval Required	No
<b>DAA-0059-2020-0017-0017</b> <span style="float: right;"><b>STATUS: Active</b></span>	
<b>ITEM GENERAL INFORMATION</b>	
Item Title	Waiver Review Records
Item Description	Records used to track the application and adjudication process of exchange visitors with J Visas seeking to waive the two-year foreign residence requirement of Section 212(e) of the Immigration and Nationality Act. Records include, but are not limited to, case number, personal information, case information, and adjudication status.
Is this item media neutral?	Yes
Is this item a Big Bucket?	No

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<b>SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS</b>	
Does this item supersede existing disposition authorities?	No
Is this item a deviation from the GRS?	No
<b>DISPOSITION INSTRUCTION</b>	
Final Disposition	Temporary
Retention Period	Other: Destroy 11 years after final adjudication.
<b>ADDITIONAL INFORMATION</b>	
Are any of the records covered by this item national security classified?	
GAO Approval Required	No

<b>Group Title</b>	Refused, Withdrawn, and Terminated Cases
DAA-0059-2020-0017-0018	<b>STATUS: Active</b>
<b>ITEM GENERAL INFORMATION</b>	
Item Title	Immigrant and Non-Immigrant Visa Refusal Case Files: short-term records
Item Description	Records documenting applicants who have been refused immigrant or nonimmigrant visas (including quasi-refusals), under the basis of Immigration and Nationality Act (INA) Section(s) 212(a)(1)(A)(ii); (2)(G); (4); (5)(A); (5)(B); (5)(C); (6)(A); (6)(B); (6)(D); (6)(G); (7)(A)(i)(I); (7)(A)(i)(II); (7)(B); (9)(A)(i); (9)(A)(ii); (9)(B)(i)(I); (9)(B)(i)(II); (10)(A); (10)(B); (10)(C); 212(e); 214(b); and 221(g).
Is this item media neutral?	Yes
Is this item a Big Bucket?	No
<b>SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS</b>	
Does this item supersede existing disposition authorities?	No
Is this item a deviation from the GRS?	No
<b>DISPOSITION INSTRUCTION</b>	
Final Disposition	Temporary
Retention Period	Other: Destroy 25 years after date of refusal.
<b>ADDITIONAL INFORMATION</b>	
Are any of the records covered by this item national security classified?	

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GAO Approval Required	No
<b>DAA-0059-2020-0017-0019</b>	
<b>STATUS: Active</b>	
<b>ITEM GENERAL INFORMATION</b>	
Item Title	Immigrant and Non-Immigrant Visa Refusal Case Files: mid-term records
Item Description	Records documenting applicants who have been refused immigrant or nonimmigrant visas (including quasi-refusals), under the basis of Immigration and Nationality Act (INA) Section(s) 208(d)(6); 212(a)(1)(A)(i); (1)(A)(iii); (1)(A)(iv); (2)(A)(i)(I); (2)(A)(i)(II); (2)(B); (2)(D)(i); (2)(D)(ii); (2)(D)(iii); (2)(H); (2)(I); (3)(A); (3)(A)(i); (3)(A)(i)(I); (3)(A)(i)(II); (3)(A)(ii); (3)(A)(iii); (3)(B); (3)(C); (3)(D); (3)(E)(i); (3)(E)(ii); (3)(E)(iii); (3)(G); (6)(C)(i); (6)(C)(ii); (6)(E); (6)(F); (8)(A); (8)(B); (9)(C); (10)(D); (10)(E); (d)(3)(B)(i); (f); 222(g)(2); 8 USC 1182f; 2017 E.O. on Immigration; Comprehensive Iran Sanctions, Accountability, and Divestment Act of 2010 (CISADA) (Public Law 111-195); INA 207(c)(1); Public Law 110-257; Section 501 of the Iran Threat Reduction and Syria Human Rights Act of 2012; Section 616 of Public Law 105-277; Section 7031(c) FY 2016 Consolidated Appropriations Act; Sergei Magnitsky Rule of Law Act of 2012.
Is this item media neutral?	Yes
Is this item a Big Bucket?	No
<b>SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS</b>	
Does this item supersede existing disposition authorities?	No
Is this item a deviation from the GRS?	No
<b>DISPOSITION INSTRUCTION</b>	
Final Disposition	Temporary
Retention Period	Other: Destroy 100 years after refusal.
<b>ADDITIONAL INFORMATION</b>	
Are any of the records covered by this item national security classified?	
GAO Approval Required	No
<b>DAA-0059-2020-0017-0020</b>	
<b>STATUS: Active</b>	
<b>ITEM GENERAL INFORMATION</b>	
Item Title	Immigrant and Non-Immigrant Visa Refusal Case Files: long-term records

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Item Description	Records documenting applicants who have been refused immigrant or nonimmigrant visas (including quasi-refusals), under the basis of Immigration and Nationality Act (INA) Section(s) 212(a)(9)(A)(i) and (9)(A)(ii) who have been convicted of aggravated felony.
Is this item media neutral?	Yes
Is this item a Big Bucket?	No
<b>SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS</b>	
Does this item supersede existing disposition authorities?	No
Is this item a deviation from the GRS?	No
<b>DISPOSITION INSTRUCTION</b>	
Final Disposition	Temporary
Retention Period	Other: Destroy 200 years after refusal.
<b>ADDITIONAL INFORMATION</b>	
Are any of the records covered by this item national security classified?	
GAO Approval Required	No
<b>DAA-0059-2020-0017-0021</b> <span style="float: right;"><b>STATUS: Active</b></span>	
<b>ITEM GENERAL INFORMATION</b>	
Item Title	Parole Program Approval and Refusal Case Files
Item Description	Records documenting cases in which parole was approved and applicant has already entered the United States or applicant was refused because they do not meet the required parole criteria.
Is this item media neutral?	Yes
Is this item a Big Bucket?	No
<b>SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS</b>	
Does this item supersede existing disposition authorities?	No
Is this item a deviation from the GRS?	No
<b>DISPOSITION INSTRUCTION</b>	
Final Disposition	Temporary
Retention Period	Other: Destroy 25 years after issuance or refusal.
<b>ADDITIONAL INFORMATION</b>	
Are any of the records covered by this item national security classified?	

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GAO Approval Required	No
<b>DAA-0059-2020-0017-0022</b>	
<b>STATUS: Active</b>	
<b>ITEM GENERAL INFORMATION</b>	
Item Title	Case Files of Deceased Applicants
Item Description	Case files of deceased visa applicants. Records include, but are not limited to, memorandums, reports, forms, and all communications regarding status of visa cases, deportation, verifications or adjustments of status, revalidations, re-entry visas, and all other records relating to individual visa applicants.
Is this item media neutral?	Yes
Is this item a Big Bucket?	No
<b>SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS</b>	
Does this item supersede existing disposition authorities?	No
Is this item a deviation from the GRS?	No
<b>DISPOSITION INSTRUCTION</b>	
Final Disposition	Temporary
Retention Period	Other: Destroy upon notification of death of applicant.
<b>ADDITIONAL INFORMATION</b>	
Are any of the records covered by this item national security classified?	
GAO Approval Required	No

Group Title	Special, Legal, and Judicial Cases
<b>DAA-0059-2020-0017-0023</b>	
<b>STATUS: Active</b>	
<b>ITEM GENERAL INFORMATION</b>	
Item Title	Judicial Services Legal Assistance Case Files
Item Description	Records consisting of memos, court documents, diplomatic notes, certifications, correspondence, and other records concerning requests for service of process, obtaining evidence and transmitting letters rogatory or letters of request regarding legal proceedings in the United States and abroad.
Is this item media neutral?	Yes
Is this item a Big Bucket?	No
<b>SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS</b>	
Does this item supersede existing disposition authorities?	No

National Archives and Records Administration  
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0059-2020-0017

Status: APPROVED  
Date Approved: 04/14/2026

Is this item a deviation from the GRS?	No
<b>DISPOSITION INSTRUCTION</b>	
Final Disposition	Temporary
Retention Period	Destroy 3 year(s) after case closure
<b>ADDITIONAL INFORMATION</b>	
Are any of the records covered by this item national security classified?	
GAO Approval Required	No
<b>DAA-0059-2020-0017-0024 STATUS: Active</b>	
<b>ITEM GENERAL INFORMATION</b>	
Item Title	Foreign Sovereign Immunities Act Judicial Assistance
Item Description	Records consisting of diplomatic notes, correspondence, and other records used to effect service on or otherwise transmit judicial documents to a foreign state, political subdivision of a foreign state, or agency or instrumentality of a foreign state under the Foreign Sovereign Immunities Act.
Is this item media neutral?	Yes
Is this item a Big Bucket?	No
<b>SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS</b>	
Does this item supersede existing disposition authorities?	No
Is this item a deviation from the GRS?	No
<b>DISPOSITION INSTRUCTION</b>	
Final Disposition	Temporary
Retention Period	Other: Destroy after 20 years.
<b>ADDITIONAL INFORMATION</b>	
Are any of the records covered by this item national security classified?	
GAO Approval Required	No
<b>DAA-0059-2020-0017-0025 STATUS: Active</b>	
<b>ITEM GENERAL INFORMATION</b>	
Item Title	American Citizens Services Case Files

National Archives and Records Administration  
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0059-2020-0017

Status: APPROVED  
Date Approved: 04/14/2026

Item Description	Records documenting arrests, citizenship issues, death notifications, financial assistance, loss of nationality, lost and stolen passports, property, citizen registrations, welfare, and whereabouts. Records include, but are not limited to, biographic information, information about the case, and the case activity log.
Is this item media neutral?	Yes
Is this item a Big Bucket?	No
<b>SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS</b>	
Does this item supersede existing disposition authorities?	No
Is this item a deviation from the GRS?	No
<b>DISPOSITION INSTRUCTION</b>	
Final Disposition	Temporary
Cutoff Instructions	Other: Cut off when case is closed or abandoned.
Retention Period	Other: Destroy 20 years after cutoff or when no longer needed, whichever is later.
<b>ADDITIONAL INFORMATION</b>	
Are any of the records covered by this item national security classified?	
GAO Approval Required	No
<b>DAA-0059-2020-0017-0026 STATUS: Active</b>	
<b>ITEM GENERAL INFORMATION</b>	
Item Title	Child Custody/Abduction Case Files
Item Description	Cases relating to applications filed with the Office of Children's Issues for the return of children abducted by one parent to countries that are party and not party to the Convention of 25 October 1980 on the Civil Aspects of International Child Abduction (Hague Abduction Convention). Records include, but are not limited to, requests for assistance in locating children taken by one parent to another country without the other parent's consent, legal proceedings, available courses of action, monitoring the welfare of a child, information on child custody laws and procedures in the host country, and related correspondence related to international parental child abduction.
Is this item media neutral?	Yes
Is this item a Big Bucket?	No
<b>SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS</b>	
Does this item supersede existing disposition authorities?	No

National Archives and Records Administration  
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0059-2020-0017

Status: APPROVED  
Date Approved: 04/14/2026

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Is this item a deviation from the GRS?	No
<b>DISPOSITION INSTRUCTION</b>	
Final Disposition	Temporary
Retention Period	Other: Destroy 75 years after case closure.
<b>ADDITIONAL INFORMATION</b>	
Are any of the records covered by this item national security classified?	
GAO Approval Required	No

National Archives and Records Administration  
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0059-2020-0017

Status: APPROVED  
Date Approved: 04/14/2026

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Signatory Information

Action	User	Date
Approve	Edward Forst (Acting Archivist)	04/14/2026

<b>CROSSWALK, DAA-0059-2020-0017 - Bureau of Consular Affairs</b>							
<b>NEW DISPOSITION AUTHORITY</b>						<b>RELATED AUTHORITIES</b>	
<b>ITEM</b>	<b>Records Series</b>	<b>Disposition</b>	<b>SERIES LEVEL CUTOFF (WHERE APPLICABLE)</b>	<b>OFFICE OF RECORD FOR PERMANENT RECORDS</b>	<b>SUPERSEDED AUTHORITY</b>	<b>Disposition Authority</b>	<b>Record Series</b>
<b>GROUP: Program and Administrative Records</b>							
0001	Program/Subject Records	Permanent. Transfer to the National Archives 25 years after cutoff.	Cutoff at the end of calendar year of final action.	Passport Services (CA/PPT)	N/A; New Item 2012 forward	N1-059-04-002/ 14	Passport Subject File
				Special Issuance Agency (CA/SIA)	N/A; New Item 2012 forward	N1-059-05-011/ 4	Policy/Subject Files
				Passport Services (CA/PPT)	N/A; New Item 2012 forward	N1-059-95-006/ 1	Director and Deputy Director Files
				Visa Services (CA/VO)	N/A; New Item 2012 forward	NC1-059-79-013/ 1	Visa Policy Files
				Overseas Citizens Services (CA/OCS)	N/A; New Item 2012 forward	NC1-059-77-028/ 1	Consular Services subject File
				Overseas Citizens Services (CA/OCS)	N/A; New Item 2012 forward	N1-059-97-014/ 1	General Policy Files (Abduction and Adoption)
				Policy Coordination & Public Affairs (CA/P)	N/A; New Item 2012 forward	N1-059-96-001/ 8	Policy and Legislative Files
				Office of Fraud Prevention Programs (CA/FPP)	N/A; New Item 2012 forward	N1-059-94-010/ 1	Director and Deputy Director Files
				Office of Fraud Prevention Programs (CA/FPP)	N/A; New Item 2012 forward	N1-059-94-010/ 2	Subject Files
Office of Fraud Prevention Programs (CA/FPP)	N/A; New Item 2012 forward	N1-059-94-010/ 3	Country Files				

				Office of Fraud Prevention Programs (CA/FPP)	N/A; New Item 2012 forward	N1-059-94-010/ 4	Monthly Fraud Reports
0002	Consular Operations and Support Records	Temporary. Destroy when 2 years old but longer retention up to 5 years is authorized if required for business use.		Passport Services (CA/PPT)	N1-059-04-02, item 6	N1-059-04-002/ 6	Requests for Authorization
				Passport Services (CA/PPT)	N1-059-04-02, item 7	N1-059-04-002/ 7	Authorizations for a No-Fee Passport
				Passport Services (CA/PPT)	N1-059-04-02, item 8	N1-059-04-002/ 8	Blank Passport Correspondence and Receipts File
				Passport Services (CA/PPT)	N/A; New Item 2012 forward	N1-059-04-002/ 9	General Passport Correspondence
				Passport Services (CA/PPT)	N/A; New Item 2012 forward	N1-059-04-002/ 13	Clerk of Court Correspondence
				Passport Services (CA/PPT)	N/A; New Item 2012 forward	N1-059-96-005/ 21/a	Travel Document Issuance System (TDIS) - TDIS is a computerized system used to process passport applications at Passport Agencies in the United States
				Passport Services (CA/PPT)	N/A; New Item 2012 forward	N1-059-96-005/ 21/c/2	Travel Document Issuance System (TDIS)
				Policy Coordination & Public Affairs (CA/P)	N/A; New Item 2012 forward	N1-059-09-022/ 1	Consular Notification and Access Files
				Policy Coordination & Public Affairs (CA/P)	N/A; New Item 2012 forward	N1-059-09-022/ 2	Misdirected Notification Documents
0003	Communications and Publications Records	Permanent. Transfer to National Archives when 25 years old.		Office of Public Affairs and Policy Coordination (CA/P)	N/A; New Item 2012 forward	N1-059-96-001/ 7/a	Publication Files

				Office of Public Affairs and Policy Coordination (CA/P)	N/A; New Item 2012 forward	N1-059-96-001/ 9	Travel Advisory/Travel Warning Files
0004	Specialized Training Records	Temporary. Destroy when superseded, obsolete, or when 10 years old.		Office of Fraud Prevention Programs (CA/FPP)	N/A; New Item 2012 forward	N1-059-94-010/ 8	Training Program Files
				Office of Fraud Prevention Programs (CA/FPP)	N/A; New Item 2012 forward	N1-059-94-010/ 9	Training Production Files
				Office of Fraud Prevention Programs (CA/FPP)	N/A; New Item 2012 forward	N1-059-94-010/ 10	Training Materials
0005	Consular Workload and Statistics Records	Destroy when 15 years old.		Visa Services (CA/VO)	N/A; New Item 2012 forward	N1-059-97-010/ 2	Allocation of Immigrant Visa Numbers
				Visa Services (CA/VO)	N/A; New Item 2012 forward	N1-059-97-010/ 1/a	Immigrant Control and Reporting system (ICARS) - Master File
				Visa Services (CA/VO)	N/A; New Item 2012 forward	N1-059-97-010/ 1/b/1	Immigrant Control and Reporting system (ICARS) - Monthly Reports
				Visa Services (CA/VO)	N/A; New Item 2012 forward	N1-059-97-010/ 1/b/2	Immigrant Control and Reporting system (ICARS) - Workload Reports
				Visa Services (CA/VO)	N/A; New Item 2012 forward	N1-059-97-010/ 1/b/3	Immigrant Control and Reporting system (ICARS) - Semi-annual reports
				Visa Services (CA/VO)	N/A; New Item 2012 forward	N1-059-97-010/ 1/b/4	Immigrant Control and Reporting system (ICARS) - Active Registrants
				Office of the Executive Director (CA/EX)	N/A; New Item 2012 forward	N1-059-09-039/ 1/a	Consular Workload and Statistics Systems (CWSS) - Master File

			Passport Services (CA/PPT)	N/A; New Item 2012 forward	N1-059-96-005/ 21/c/1	c. TDIS Output Data. (1) Management and Statistical Reports.
			Passport Services (CA/PPT)	N/A; New Item 2012 forward	N1-059-04-002/ 4	Reports of Passports Issued
			Passport Services (CA/PPT)	N/A; New Item 2012 forward	N1-059-96-005/21/c/4/a	c. TDIS Output Data. (4) Monthly Passport Processing data.
			Post Visa Office	N/A; New Item 2012 forward	NN-172-156/ 5	Correspondence Regarding Allotment of Immigrant Visa Numbers
			Post Visa Office	N/A; New Item 2012 forward	NC1-084-78-05/ 6	Immigrant Visa Number Control Sheet (FS-470)
			Post Visa Office	N/A; New Item 2012 forward	NC1-084-78-05/ 7	Quota Waiting List (FS-417)
0006	Public Affairs Records	Destroy when 4 years old.	Policy Coordination & Public Affairs (CA/P)	N/A; New Item 2012 forward	N1-059-96-001/ 1	Press Guidance Files
			Policy Coordination & Public Affairs (CA/P)	N/A; New Item 2012 forward	N1-059-96-001/ 2	Public Speaking Files
			Policy Coordination & Public Affairs (CA/P)	N/A; New Item 2012 forward	N1-059-96-001/ 3	General Correspondence from the Public
			Policy Coordination & Public Affairs (CA/P)	N/A; New Item 2012 forward	N1-059-96-001/ 4	Country Files
			Policy Coordination & Public Affairs (CA/P)	N/A; New Item 2012 forward	N1-059-96-001/ 5	News Media Files

				Policy Coordination & Public Affairs (CA/P)	N/A; New Item 2012 forward	N1-059-96-001/ 6	Subject Files
				Policy Coordination & Public Affairs (CA/P)	N/A; New Item 2012 forward	N1-059-96-001/ 10	Consular Information Sheets
				Policy Coordination & Public Affairs (CA/P)	N/A; New Item 2012 forward	N1-059-96-001/ 11	Consular Affairs Press Clips
				Policy Coordination & Public Affairs (CA/P)	N1-059-01-13, item a1	N1-059-01-013/ a/1	Public Service Announcement Files - Scripts
				Policy Coordination & Public Affairs (CA/P)	N/A; New Item 2012 forward	N1-059-01-013/ b	Public Service Announcement Files - Broadcast Tapes
0007	Working Files	Temporary. Destroy when 3 years old			N/A; New Item 2012 forward	N/A; New Item 2012 forward	N/A; New Item 2012 forward
<b>GROUP: Visa Records</b>							
0008	Approved Visa Issuances Case Files	Destroy 25 years after issuance.		Visa Services (CA/VO)	N/A; New Item 2012 forward	N1-059-86-002/ 1/a	Visa Case Files on Individual Aliens -
				Visa Services (CA/VO)	N/A; New Item 2012 forward	N1-059-86-002/ 1/b	Visa Case Files on Individual Aliens -
				Visa Services (CA/VO)	N/A; New Item 2012 forward	NN-167-097/ 2	Inquiries Regarding Status of Individual Visa Cases
				Visa Services (CA/VO)	N/A; New Item 2012 forward	NN-173-241/ 2	Correspondence
				Visa Services (CA/VO)	N/A; New Item 2012 forward	NN-173-241/ 3	Private Bills

				Post Visa Services	N/A; New Item 2012 forward	N1-084-09-002/ 1/a	Immigrant Visas - Issuances [Consular Consolidated Database]
				Post Visa Services	N/A; New Item 2012 forward	N1-084-09-002/ 4/a	Non-Immigrant Visas - Issuances [Consular Consolidated Database]
				Post Visa Services	N/A; New Item 2012 forward	N1-084-09-002/ 9/a	Non-Immigrant Visa (NIV) System - Issuances
<b>GROUP: Vital Records</b>							
0009	Vital Records	Permanent. Transfer to the National Archives 25 years after cutoff.	]	Passport Services (CA/PPT)	N/A; New Item 2012 forward	N1-059-04-002/ 15/a	Vital Records File
				Overseas Citizens Services (CA/OCS)	N/A; New Item 2012 forward	NC1-059-77-028/ 8/b	Death Case Files
				Overseas Citizens Services (CA/OCS)	N/A; New Item 2012 forward	NC1-059-77-028/ 9/c	Estate Case Files
0010	Adoption Tracking Service Records	Temporary. Destroy 99 years after adoption case closure.	Cut off at end of calendar year when adoption case closes.	Overseas Citizens Services (CA/OCS)	N/A; New Item 2012 forward	N1-059-09-009/ 1	Adoptions Tracking Service (ATS)
<b>GROUP: Review and Verification Records</b>							
0011	Lookout, Name Check, and Case Management Records	Temporary. Destroy when active agency use ceases but not to exceed 100 years.		Passport Services (CA/PPT)	N/A; New Item 2012 forward	N1-059-04-002/ 16	Passport Lookout Master
				Passport Services (CA/PPT)	N/A; New Item 2012 forward	N1-059-04-002/ 17	Passport Lookout Index
				Passport Services (CA/PPT)	N/A; New Item 2012 forward	N1-059-04-002/ 18	Name Check System (NC)
				Office of Legal Affairs (CA/PPT/L/LA)	N/A; New Item 2012 forward	N1-059-95-006/ 2	Case Management System (CMS) Database
				Visa Services (CA/VO)	N/A; New Item 2012 forward	NC1-059-83-04/ 36	Visa Lookout Master
				Visa Services (CA/VO)	N/A; New Item 2012 forward	NC1-059-83-04/ 37	Visa Lookout Index

				Visa Services (CA/VO)	N/A; New Item 2012 forward	NC1-059-83-04/ 38	Visa Work Measurement System (VM)
				Visa Services (CA/VO)	N/A; New Item 2012 forward	NC1-059-83-04/ 23	Name Check System (NC)
0012	Authentication Records	Temporary. Destroy when 5 years old.		Authentication Office (CA/PPT)	N/A; New Item 2012 forward	N1-059-03-010/ 23	AUTHENTICATIONS Document Authentication, Retrieval, and Tracking System (DARTS)
				Authentication Office (CA/PPT)	N/A; New Item 2012 forward	N1-059-03-010/ 23/a/1	Authentication Requests - Inputs
				Authentication Office (CA/PPT)	N/A; New Item 2012 forward	N1-059-03-010/ 23/b/1	DARTS Master File: Normal Certification
				Authentication Office (CA/PPT)	N/A; New Item 2012 forward	N1-059-03-010/ 23/c/2	Monthly and Other Reports
				Authentication Office (CA/PPT)	N/A; New Item 2012 forward	N1-059-03-010/ 23/c/3/a	Certifications
				Authentication Office (CA/PPT)	N/A; New Item 2012 forward	N1-059-03-010/ 23/c/3/b	Apostilles
0013	Apostilles Records	Temporary. Destroy when 20 old.		Authentication Office (CA/PPT)	N/A; New Item 2012 forward	N1-059-03-010/ 23/b/2	Apostilles Database
0014	Precedent Cases	Temporary. Destroy when 25 years old.		Authentication Office (CA/PPT)	N/A; New Item 2012 forward	N1-059-03-010/ 26	Precedent Cases
0015	Undeliverable Cases	Temporary. Destroy 1 year after cutoff.	Cutoff at end of month in which document is returned.	Authentication Office (CA/PPT)	N/A; New Item 2012 forward	N1-059-03-010/ 24	Undeliverable Cases
0016	Fraud Case Files	Temporary. Destroy when 100 years old.		Office of Fraud Prevention Programs (CA/FPP)	N/A; New Item 2012 forward	N1-059-94-010/ 5	Fraud Case Files - Arranged by case name
				Office of Fraud Prevention Programs (CA/FPP)	N/A; New Item 2012 forward	N1-059-94-010/ 7	Fraud Database

0017	Waiver Review Records	Destroy 11 years after cut off	Cut off at final determination.	Visa Services (CA/VO)	N/A; New Item 2012 forward	N1-059-09-028/ 1	Waiver Review System (WRS)
<b>GROUP: Refused, Withdrawn, and Terminated Cases</b>							
0018	Immigrant and Non-Immigrant Visa Refusal Case Files, Short-Term Records	Destroy 25 years date of refusal.		Visa Services (CA/VO)	N/A; New Item 2012 forward	N1-059-86-002/ 6/d	Visa Case Files on Individual Aliens
				Visa Services (CA/VO)	N/A; New Item 2012 forward	N1-059-86-002/ 8/c/1/f	Visa Case Files on Individual Aliens
				Visa Services (CA/VO)	N/A; New Item 2012 forward	N1-059-91-028/ 1/c/1/d	Visa Case Files on Individual Aliens
				Visa Services (CA/VO)	N/A; New Item 2012 forward	N1-059-88-038/ 1	Visa Case Files on Individual Aliens
				Visa Services (CA/VO)	N/A; New Item 2012 forward	N1-059-92-005/ 1/c/1/i	Visa Case Files on Individual Aliens
				Visa Services (CA/VO)	N/A; New Item 2012 forward	N1-059-92-005/ 1/c/1/j	Visa Case Files on Individual Aliens
				Visa Services (CA/VO)	N/A; New Item 2012 forward	N1-059-92-005/ 1/c/1/k	Visa Case Files on Individual Aliens
				Post Visa Services	N/A; New Item 2012 forward	N1-084-09-002/ 3/a	Immigrant Visas - Category II Refusals [Consular Consolidated Database]
				Post Visa Services	N/A; New Item 2012 forward	N1-084-09-002/ 6/a	Non-Immigrant Visas - Category II Refusals [Consular Consolidated Database]
				Post Visa Services	N/A; New Item 2012 forward	N1-084-09-002/ 7	Abandoned/Withdrawn Visa Cases [Consular Consolidated Database]
				Post Visa Services	N/A; New Item 2012 forward	N1-084-09-002/ 8/c	Immigrant Visa Overseas (IVO) System - Cat II refusals
Post Visa Services	N/A; New Item 2012 forward	N1-084-09-002/ 8/d	Immigrant Visa Overseas (IVO) System - Abandoned Cases				

0019	Immigrant and Non-Immigrant Visa Refusal Case Files, Mid-term Records	Destroy 100 years date of refusal.

Post Visa Services	N/A; New Item 2012 forward	N1-084-09-002/ 9/c	Non-Immigrant Visa (NIV) System - Cat II refusals
Post Visa Services	N/A; New Item 2012 forward	NN-172-156/ 2	Certificates Received from Outside Sources
Post Visa Services	N/A; New Item 2012 forward	NN-172-156/ 3	Affidavits of Support
Post Visa Services	N/A; New Item 2012 forward	NN-172-156/ 4	Congressional Correspondence
Visa Services (CA/VO)	N/A; New Item 2012 forward	N1-059-91-028/ 1/c/1/a	Visa Case Files on Individual Aliens -
Visa Services (CA/VO)	N/A; New Item 2012 forward	N1-059-91-017/ 1	Visa Case Files on Individual Aliens
Visa Services (CA/VO)	N/A; New Item 2012 forward	N1-059-92-005/ 1/c/1/e	Visa Case Files on Individual Aliens
Visa Services (CA/VO)	N/A; New Item 2012 forward	N1-059-92-005/ 1/c/1/h	Visa Case Files on Individual Aliens
Post Visa Services	N/A; New Item 2012 forward	N1-084-09-002/ 2/a	immigrant Visas - Category I Refusals [Consular Consolidated Database]
Post Visa Services	N/A; New Item 2012 forward	N1-084-09-002/ 5/a	Non-Immigrant Visas - Category I Refusals [Consular Consolidated Database]
Post Visa Services	N/A; New Item 2012 forward	N1-084-09-002/ 8/b	Immigrant Visa Overseas (IVO) System - Cat I refusals
Post Visa Services	N/A; New Item 2012 forward	N1-084-09-002/ 9/b	Non-Immigrant Visa (NIV) System - Cat I refusals

0020	Immigrant and Non-Immigrant Visa Refusal Case Files , Long-term Records	Destroy 200 years date of refusal.			N/A; New Item 2012 forward	N/A; New Item 2012 forward	N/A; New Item 2012 forward
0021	Parole Program Approval and Refusal Case Files	Destroy 25 years after issuance or refusal.			N/A; New Item 2012 forward	NC1-084-80-08/ 1/a	Parole Program Case Files
					N/A; New Item 2012 forward	NC1-084-80-08/ 1/b	Parole Program Case Files
0022	Case Files of Deceased Applicants	Destroy upon notification of death of applicant.		Visa Services (CA/VO)	N/A; New Item 2012 forward	NC1-059-81-001/ 1/c/2	Visa Case Files on Individual Aliens
<b>GROUP: Special, Legal and Judicial Cases</b>							
0023	Judicial Services Legal Assistance Case Files	Temporary. Destroy 3 years after case closure.		Overseas Citizens Services (CA/OCS)	NC1-059-77-28, item 10c	NC1-059-77-028/ 10/c	Judicial Services Case Files - Legal Assistance Correspondence
0024	Foreign Sovereign Immunities Act Judicial Assistance	Temporary. Destroy after 20 years.		Overseas Citizens Services (CA/OCS)	N/A; New Item 2012 forward	N/A; New Item 2012 forward	N/A; New Item 2012 forward
0025	American Citizens Services Case Files	Temporary. Destroy 20 years after cutoff or when no longer needed, whichever is later.	Cut off when case is closed or abandoned.	Overseas Citizens Services (CA/OCS)	N/A; New Item 2012 forward	N1-059-09-040/ 2	American Citizens Services Case Files [Consular Consolidated Database]
0026	Child Custody/Abduction Case Files	Temporary. Destroy 75 years after case closure.		Overseas Citizens Services (CA/OCS)	N/A; New Item 2012 forward	N1-059-97-014/ 2	Child Custody/Abduction Case Files



Office of the Chief  
Records Officer for the  
U.S. Government

This schedule was signed outside of the ERA system using Standard Form 115.

NARA staff updated ERA to reflect this approval, moving the record schedule into an approved status. The approved status allows for generation of a PDF indicating that the schedule has been approved, and allows an agency to use the schedule in ERA to create transfer requests. The approved date in the system and on the PDF version of the records schedule reflects the system actions.