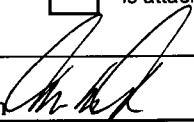# Request for Records Disposition Authority

(See Instructions on reverse)

To: National Archives and Records Administration (NIR)
Washington, DC 20408

1 From (Agency or establishment) U.S Department of State	
2 Major Subdivision Bureau of Consular Affairs	
3 Minor Subdivision Special Issuance Agency	
4 Name of Person with whom to confer William P Fischer	5 Telephone (include area code) 202-261-8369

Leave Blank (NARA Use Only)

Job Number
NI-059-09-25

Date Received

Notification to Agency

In accordance with the provisions of 44 U S C 3303a, the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10

Date	Archivist of the United States
7/28/09	*Adrienne Thomas*

6 Agency Certification

I hereby certify that I am authorized to act for this agency in matters pertaining to the diposition of its records and that the records proposed for disposal on the attached ___2___ page(s) are not now needed for the business of this agency or will note be needed after the retention periods specified, and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies

[X] is not required   [ ] is attached   [ ] has been requested

Signature of Agency Representative Tasha M. Thian	Title Agency Records Officer	Date (mm/dd/yyyy) 5/1/09

7 Item Number	8 Description of Item and Proposed Disposition	9 GRS or Superseded Job Citation	10 Action taken (NARA Use Only)
	See Attached Schedule for Visa Request System (VR)		

1.   **Visa Request System**

Description: The Visa Request System (VR) is a tracking system used to track and monitor the application process of obtaining visas from foreign embassies and/or consulates for official U.S. government travellers.

           a.   Master file

           Data includes name, date/place of birth, gender, passport number, travel dates, purpose of travel and cities to be visited.

Disposition: Temporary. Cut off at issuance. Destroy five years after cutoff.

DispAuthNo: Pending NARA approval

           Visa Request System

Description: b.   Inputs

           Hard copy documents used to create, update, or modify electronic records when the electronic records are retained to meet recordkeeping requirements and are covered by a NARA-approved schedule.

Disposition: Temporary. Destroy when no longer needed.

DispAuthNo: GRS 20, item 2a(4)

           Visa Request System

Description: c.   Outputs

           Hard copy cover letter created to meet day-to-day business needs.

Disposition: Temporary. Destroy when no longer needed.

DispAuthNo: GRS 20, item 16

           Visa Request System

Description: d.   System Documentation

           Data systems specifications, file specifications, codebooks, record layouts, user guides, output specifications, and final reports relating to a master file.

Disposition: Temporary. Destroy/delete upon authorized deletion of the related electronic records or upon the destruction of the output of the system if the output is needed.

DispAuthNo: GRS 20, item 11a(1)