

714627

REQUEST FOR RECORDS DISPOSAL AUTHORITY
(See Instructions on reverse)

LEAVE BLANK	
JOB NO	NC1 59 77 28
DATE RECEIVED	30 AUG 1977
NOTIFICATION TO AGENCY	
In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
Date	Aug. 28, 1978
Archivist of the United States	<i>James B. Rhoads</i>

TO: GENERAL SERVICES ADMINISTRATION,
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408

1. FROM (AGENCY OR ESTABLISHMENT)
Department of State

2. MAJOR SUBDIVISION
Bureau of Security and Consular Affairs

3. MINOR SUBDIVISION
Office of Special Consular Services

4. NAME OF PERSON WITH WHOM TO CONFER
Alice L. Harris

5. TEL. EXT
x28806

6. CERTIFICATE OF AGENCY REPRESENTATIVE.

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records; that the records proposed for disposal in this Request of 8 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

- A Request for immediate disposal.
- B Request for disposal after a specified period of time or request for permanent retention.

C. DATE	D. SIGNATURE OF AGENCY REPRESENTATIVE	E. TITLE
8/25/77	<i>William F. Farrell</i> William F. Farrell	Chief, Records Management Staff

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1.	<p>Consular Services Subject File.</p> <p>Consists of correspondence and reports which document the development and implementation of policies, procedures, agreements, regulations and legislation pertaining to the provision of consular services. Excludes material regarding routine operational and administrative activities and material concerning matters for which other offices have primary responsibility.</p> <p>PERMANENT. Retire to RSC when 5 years old. Offer to National Archives when 15 years old.</p>		
2.	<p>Welfare and Whereabouts Case Files.</p> <p>Consists of communications to and from posts, private individuals, firms and organizations regarding requests for information concerning the welfare and whereabouts of friends, relatives or employees abroad. Included are copies of private messages transmitted</p>	<p>NN-171-51</p> <p>RMH (A)</p> <p>150001</p>	26 items

*RMH sent to NAW, NNF, NNB & Agency
8-30-78*

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
2. (contd.)	<p>transmitted through the Department of State and correspondence concerning funds, packages and various items forwarded or made available to Americans abroad through the Department of State.</p> <p>Destroy 3 years after the case is closed.</p>		
3.	<p>Arrest Case Files.</p> <p>Consists of records pertaining to the protection of American citizens arrested abroad. Included are communications regarding the nature, status and conditions of the arrest, correspondence notifying relatives and others in the U.S. of the individual's arrest and well-being, and correspondence regarding the transfer of private funds to the arrestee.</p> <p>Destroy 3 years after the case is closed.</p>		
4.	<p>Financial Assistance Case Files.</p> <p>Consists of communications from private individuals, with related replies of the Department, regarding requests for information concerning the welfare and whereabouts of destitute U.S. nationals abroad. Included are records pertaining to financial assistance rendered to repatriates, communications regarding the transmission of private funds to destitute U.S. nationals, and communications regarding the coordination of medical evacuation of non-official U.S. nationals from abroad.</p> <p>Destroy 3 years after the case is closed.</p>	<p><i>NN-171-51</i> <i>Item 4</i> <i>RMH (A)</i> <i>150004</i></p>	
5.	<p>Requests and Inquiries Regarding the Transmittal of Funds, Documents, Packages, and Telegrams for Private Interests.</p> <p>Consists of letters and telegrams from</p>	<p><i>II NNA-</i> <i>3067,</i> <i>Item 7.</i> <i>RMH (A)</i> <i>150010</i></p>	

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5. (contd.)	<p>private individuals and firms together with copies of the private telegrams transmitted, and letters of acknowledgement, reply and transmittal from the Department. Excludes files related to financial assistance in connection with repatriation from abroad.</p> <p>Destroy when 1 year old.</p>		
6.	<p>Accounts Communications.</p> <p>Communications with posts regarding the waiver of fees, rates of exchange, and related matters.</p> <p>Destroy when 3 years old.</p>	<p><i>NN-171-51</i> <i>Item 3</i> <i>RAH(A)</i> <i>19003</i></p>	
7.	<p>Property Claims Case Files.</p> <p>Consists of correspondence regarding the protection of property and other interests owned by U.S. nationals abroad, and claims of U.S. nationals against foreign governments.</p> <p>a. Private trade complaints.</p> <p>Destroy when 6 months old.</p> <p>b. Inquiries regarding the procedures for instituting claims and obtaining documents from abroad as claims evidence. Includes referrals of claims and inquiries to other government agencies as appropriate.</p> <p>Destroy when 1 year old.</p> <p>c. Claims actions involving foreign government restitution or compensation.</p> <p>Destroy 3 years after the case is closed.</p>		
8.	<p>Death Case Files.</p> <p>Consists of communications pertaining to the</p>		

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<p>8. (contd.)</p>	<p>notification of interested parties in the U.S. of the deaths abroad of non-official U.S. nationals.</p> <p>a. Information relevant to the death abroad of a non-official U.S. national, including requests for assistance with arrangements for the disposition of remains, disposition of remains report.</p> <p>Destroy 3 years after the case is closed.</p> <p>b. "Report of Death of an American Citizen" (Form FS-192).</p> <p>PERMANENT. Retire to RSC 3 years after the case is closed. Transfer to FRC after 2 years. <i>Offer to NARS when 30 years old. RRLW 240478</i></p>		
<p>9.</p>	<p>Estate Case Files.</p> <p>Consists of communications to and from consular officers and heirs regarding the estates in foreign countries of U.S. nationals who die abroad, the transfer of estate shares from the U.S. to foreign countries, and the interests of U.S. nationals in foreign estates.</p> <p>a. General inquiries from interested parties regarding estate settlement assistance and procedures in foreign countries.</p> <p>Destroy when 1 year old.</p> <p>b. Information relevant to the disposition of an estate, including correspondence to and from posts, private individuals and other interested parties.</p> <p>Destroy 3 years after the case is closed.</p>		

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9. (contd.)	<p>c. Inventory of Effects and Final Statement of Account.</p> <p>PERMANENT. Retire to RSC 3 years after the case is closed. Transfer to FRC after 2 years. <i>Off for to NARS when 30 years old. Station 240478</i></p>		
10.	<p>Judicial Services Case Files.</p> <p>a. Inquiries. Requests for information regarding foreign laws.</p> <p>Destroy when 1 year old.</p> <p>b. Notarial Services. Communications with posts regarding the performance of notarial services and accounting for related fees. Included are reports on notarial services performed, instructions relative to notarial services, and requests of individuals for notarial and related services abroad.</p> <p>Destroy when 3 years old.</p> <p>c. Legal Assistance. Correspondence concerning fees for taking and notarizing depositions, requests to forward papers to attorneys and courts, requests for names of persons to serve papers, requests to secure papers for court cases, requests for advice on divorce proceedings, requests for assistance in serving papers, and requests for various other types of assistance in connection with private and governmental legal proceedings, both in the United States and abroad.</p> <p>Destroy 3 years after the case is closed.</p>	<p><i>NN-171-51 Item 2 RMH(A) 150002</i></p> <p><i>II-NNA-3067 Item 3 RMH(A) 150009</i></p>	
11.	<p>List of Attorneys.</p> <p>Lists of local attorneys who are available to provide legal assistance to American citizens abroad.</p> <p>Destroy after submission of new list.</p>		

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12.	<p>Consular Conventions and Treaties.</p> <p>Consists of background information pertaining to the preparation for ratification of consular conventions and treaties.</p> <p>⁴⁴ ^{26 Nov 78} CONFIDENTIAL Upon ratification, transfer to the Office of the Legal Adviser for retirement together with texts and background information on treaties and other international agreements of the United States (item 230001).</p>		<p>WITHDRAWN</p>
13.	<p>Requests for Government Benefits and Miscellaneous Facilitative Services.</p> <p>a. Communications between the Department and posts with agencies of U.S. federal, state and local governments, excluding the Veterans Administration and the Social Security Administration, concerning assistance provided to U.S. nationals resident abroad who are applying for or receiving benefits and services from the U.S. government; and communications with foreign embassies in the United States who request benefits from U.S. government agencies on behalf of claimants who request their assistance.</p> <p>Destroy when 1 year old.</p> <p>b. Communications with U.S. government agencies regarding requests for facilitative services, including distribution of forms, procurement of samples of foreign products and foreign government publications, forwarding checks to and from Americans, obtaining addresses of pensioners and firms, and transmitting messages to their personnel overseas.</p> <p>Destroy when 6 months old.</p>	<p><i>NN-171-51</i> <i>Item 8</i> <i>RMH (A)</i> <i>150008</i></p> <p><i>NN-171-51</i> <i>Item 8</i> <i>RMH (A)</i> <i>150008</i></p>	
14.	<p>Veterans Case Files.</p> <p>Consists of records relating to the handling</p>	<p><i>NN-171-51</i> <i>Item 5</i> <i>RMH (A)</i> <i>150005</i></p>	

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14. (contd.)	<p>of the affairs of U.S. veterans resident abroad by consular officers on behalf of the Veterans Administration.</p> <p>Destroy 3 years after the case is closed.</p>		
15.	<p>Social Security Administration Case Files.</p> <p>Consists of records relating to the assistance provided by consular officers to U.S. nationals and aliens resident abroad who are the recipients of Social Security payments.</p> <p>Destroy 3 years after the case is closed.</p>		
16.	<p>Selective Service Case Files.</p> <p>Consists of records relating to the registration of American citizens abroad under the Universal Military Training and Service Act, when it is in effect.</p> <p>Destroy 3 years after the case is closed.</p>	<p><i>NN-171-51</i> <i>Item 6</i> <i>RMH(A)</i> <i>15006</i></p>	
17.	<p>Correspondence Regarding Documentation Under United States Customs Laws.</p> <p>Consists of requests for regulations and forms; information on the proper use and certification of commercial invoices for various merchandise and information on customs duties and charges; notices of quarantine restrictions on products.</p> <p>Destroy when 1 year old.</p>	<p><i>NN-171-51</i> <i>Item 7</i> <i>RMH(A)</i> <i>15007</i></p>	
18.	<p>Shipping and Seamen Case Files.</p> <p>Consists of communications and reports concerning the protection of American vessels and seamen abroad, including records on: the withholding of ship's papers, failure to deposit ship's papers, or circumstances under which ship's papers were left in possession of the post; violation of the International Load Line Convention of 1948; removal of Master of vessel; vessel salvage cases; transfers of</p>	<p><i>II-NNA-2142</i> <i>Items 4, 5, 15</i> <i>17, 18, 19, 20, 21, 23</i> <i>25, 26, 27 + 29.</i> <i>RMH(A)</i> <i>150011</i> <i>150012</i></p>	

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18. (contd.)	vessels abroad; ship disasters; cruel or unusual treatment of seamen; desertion of seamen; doubtful cases of extra wages paid to seamen; cases of serious crimes or misdemeanors committed by seamen on U.S. vessels; protests made against any assertion of jurisdiction by foreign governments over crimes or misdemeanors committed on U.S. vessels; illegal discharge of seamen from a U.S. vessel; charges for transporting seamen; and rescues of seamen or U.S. citizens. Destroy 3 years after the case is closed.		