

**REQUEST FOR AUTHORITY  
TO DISPOSE OF RECORDS**

*(See Instructions on Reverse)*

RG 59

**TO GENERAL SERVICES ADMINISTRATION,  
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, D.C. 20408**

1 FROM (AGENCY OR ESTABLISHMENT)

Department of State

2 MAJOR SUBDIVISION Refugee & Migration Affairs

Special Assistant to the Secretary for

3 MINOR SUBDIVISION

4 NAME OF PERSON WITH WHOM TO CONFER

Paul F. Murphy, Jr.

5 TEL EXT

632-8807

6 CERTIFICATE OF AGENCY REPRESENTATIVE

LEAVE BLANK	
DATE RECEIVED <b>APR 3 1974</b>	JOB NO <b>NC 174-198</b>
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 with drawn in column 10	
4-22-74 Date	<i>James B. Rhoads</i> Archivist of the United States

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 5 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified

3/28/74  
(Date)

*Ronald J. Simon*  
(Signature of Agency Representative)

Donald J. Simon  
Director, O/FADRC  
(Title)

7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
1	<p>This schedule pertains to the records of the Special Assistant to the Secretary for Refugee &amp; Migration Affairs, the subordinate Office of Refugee &amp; Migration Affairs and to all predecessor organizations in the Department concerned with Refugee &amp; Migration Affairs.</p> <p>Records of the Special Assistant to the Secretary for Refugee &amp; Migration Affairs.</p> <p>a. Policy and Procedural Files documenting the development and implementation of policies and procedures concerning the Refugee and Migration Program.</p> <p>Retain permanently. Offer to the National Archives when 30 years old.</p> <p>b. Administrative and operational files consisting of correspondence, reports and other documentation accumulation incident to routing administrative and operational activities.</p> <p>Destroy when 3 years old.</p> <p>c. Voluntary Agency Files consisting of correspondence and other documentation of policy, administration and operation of voluntary aid programs.</p>		

Copy sent to Agency 4/24/74

*23 items*

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
	<p>(1) Policy Files</p> <p>Retain permanently. Offer to National Archives, when 30 years old.</p> <p>(2) Administrative and Operational Files.</p> <p>Destroy when 3 years old.</p>		
2	<p>ORM Central Subject/Country File.</p> <p>Correspondence, telegrams, airgrams and other documentation pertaining to migration and refugee programs, including material pertaining to program planning and policy positions, recommendations in connection with proposed legislation, inter-departmental policy and procedural guidance; and documentation of refugee and migration programs in specific countries.</p> <p>Retain permanently. Offer to National Archives when 30 years old.</p>		
3	<p>ORM Name File.</p> <p>a. Refugee Case Files, including asylum cases, whose approval or disapproval resulted in the establishment of legal and/or administrative precedents affecting the program.</p> <p>Retain permanently. Offer to the National Archives when 30 years old.</p> <p>b. All other refugee/asylum case files, including all correspondence, reports and other documentation pertaining to individual refugees, including those seeking political asylum.</p> <p>Destroy when 5 years old.</p>		
4	<p>Contract Files</p> <p>Contracts, including correspondence and related papers pertaining to award, administration, receipt, inspection and payment.</p> <p>a. Procurement or purchase organization copy and related papers.</p>		

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	<p>Destroy 6 years after final payment.</p> <p>b. All other copies and related papers.</p> <p>Destroy upon termination or completion.</p>		
5	<p>Budget records which reflect substantive policy decisions or significant budget plans and/or expenditure programs that are not reflected or summarized in reports or other papers submitted to Budget Planning and Presentation.</p> <p>Retain permanently. Offer to the National Archives when 30 years old.</p>		
6	<p>Budget Working Papers.</p> <p>Includes cost information, rough data created or accumulated in preparation of budget estimates or justifications or for budget review purposes.</p> <p>Destroy when 3 years old.</p>		
7	<p>Financial Plans.</p> <p>Includes Financial Plans, related worksheets, reports, and correspondence.</p> <p>Destroy when 5 years old.</p>		
8	<p>Fiscal and Accounting Records.</p> <p>a. Copies of requisitions, invoices, and Working Capital Fund records.</p> <p>Destroy when 3 years old.</p> <p>b. Resettlement Loan Files. Records accounting for resettlement loans and their repayment including related correspondence and reports.</p> <p>Destroy 3 years after repayment of loan.</p> <p>c. Grant Files. Includes correspondence with voluntary agencies regarding grants and copies of letters transmitting to the Foreign Service, vouchers for payment to voluntary agencies.</p> <p>Destroy when 3 years old.</p>		

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7 ITEM NO	8 DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
9	<p>Refugee Statistics - Master File.</p> <p>Retain permanently. Offer to the National Archives when 30 years old.</p>		
10	<p>Voluntary Agency Fiscal &amp; Accounting Records.</p> <p>Includes correspondence reports and other related documents.</p> <p>Destroy when 5 years old.</p>		
11	<p>Records of the Senior Advisor on Refugees.</p> <p>a. Policy, procedural or precedent material <u>not</u> duplicated in the ORM Central File or in the Policy and Procedural Files of the Special Assistant to the Secretary for Refugee and Migration Affairs.</p> <p>Retain permanently. Offer to the National Archives when 30 years old.</p> <p>b. All Other Records.</p> <p>Destroy when 5 years old.</p>		
12	<p>Records - UN High Commissioner for Refugees (UNHCR)</p> <p>a. Executive Committee Document Files.</p> <p>Retain permanently. Offer to the National Archives when 30 years old.</p> <p>b. Correspondence Files.</p> <p>Retain permanently. Offer to the National Archives when 30 years old.</p>		
13	<p>Records - Intergovernmental Committee for European Migration (ICEM).</p> <p>a. Document Files.</p> <p>Retain permanently. Offer to the National Archives when 30 years old.</p>		

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14	<p>b. Correspondence Files.</p> <p>Retain permanently. Offer to the National Archives when 30 years old.</p> <p>Far East Refugee Program Files.</p> <p>a. Subject Files</p> <p>Retain permanently. Offer to the National Archives when 30 years old.</p> <p>b. Monthly Reports</p> <p>Destroy when 3 years old.</p> <p>c. Chronological Files</p> <p>Destroy when 1 year old.</p>		