

**REQUEST FOR AUTHORITY  
TO DISPOSE OF RECORDS**

*(See Instructions on Reverse)*

LEAVE BLANK <i>RG 59</i>	
DATE RECEIVED <b>MAY 2 - 1973</b>	JOB NO. NN-173-241
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	
<i>5-3-73</i> Date	<i>James B. Rhoads</i> Archivist of the United States

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

1. FROM (AGENCY OR ESTABLISHMENT)  
Department of State
2. MAJOR SUBDIVISION  
Bureau of Security & Consular Affairs
3. MINOR SUBDIVISION  
Visa Office
4. NAME OF PERSON WITH WHOM TO CONFER  
William F. Farrell, Jr.
5. TEL EXT.  
20491
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 \_\_\_\_\_ page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified

*4/20/73* (Date)      *Donald J. Simon* (Signature of Agency Representative)      Donald J. Simon, Chief OPR/RS (Title)

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1	<p>Visa Case Files on Individual Aliens.</p> <p>Correspondence, memoranda, reports, forms, and other types of communications regarding individual visa applicants.</p> <p>a. Case files on Individual Aliens Issued an immigrant or non-immigrant visa.</p> <p align="center">Destroy 1 year after issuance.</p> <p>b. Case files on Individual Aliens refused a visa under category one (cases refused on the basis of Section 212(a) (1), (2), (3), (4), (5), (9), (10), (12), (13), (17), (19), (22), (23), (27), (28), (29), (31) of the Immigration and Nationality Act.</p> <p>(1) Cases of living visa applicants.</p> <p>Destroy 15 years from date of last activity (action) on the applicant, and after review by visa office, NOTE: Where review of dossier indicates a need for additional retention the case will be moved forward to the current block of files.</p> <p>(2) Cases of deceased visa applicants.</p> <p align="center">Destroy upon notification of death of applicant.</p>	<p>II: NN 3399 Item 12</p>	

*Expedited at request of Dept.*

*3 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
2	<p>Correspondence between the Department and foreign embassies, International Organizations, etc., concerning such visa matters as varifications or adjustments of status, re-validations, re-entry visas and other routine status matters.</p> <p>Destroy 1 year after date of reply or last action.</p>		
3	<p>Private Bills</p> <p>Copies of Private Bills relating to the admittance of aliens into the U.S.</p> <p>Destroy 1 year after issuance of visa or 4 years after Bill last introduced in Congress.</p> <p><i>Item 1 was scheduled for disposal after 30-50 years under II-VN-3399. File is now very bulky and not needed for admin. use after 15 yrs. Dept. is checking with FBI &amp; CIA to see if they have any interest. File is now to be screened for a very small amount of file on significant persons. This was done on the early file by NARS. But the project was discontinued as being very time consuming and not worth the meager results.</i></p>	X	