

Request for Records Disposition Authority	
(See Instructions on reverse)	
To: National Archives and Records Administration (NIR) Washington, DC 20408	
1. From: (Agency or establishment) Department of State	
2. Major Subdivision All Foreign Service Posts	
3. Minor Subdivision	
4. Name of Person with whom to confer Margaret E. Keapproth	5. Telephone (include area code) 202-663-2170

Leave Blank (NARA Use Only)	
Job Number 11-84-08-2	
Date Received 11/26/2007	
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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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 8-28-08	Archivist of the United States <i>Shirley C. Thomas</i>

6. Agency Certification I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached <u>4</u> page(s) are not now needed for the business of this agency or will not 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: <input checked="" type="checkbox"/> is not required <input type="checkbox"/> is attached <input type="checkbox"/> has been requested		
Signature of Agency Representative Tasha M. Thian	Title Agency Records Officer	Date (mm/dd/yyyy) 05-07-2008

7. Item Number	8. Description of Item and Proposed Disposition	9. GRS or Superseded Job Citation	10. Action taken (NARA Use Only)
	See continuation pages.		

SA 9/8/08 copies sent to Agency, number

(5/13/08)

April 30, 2008

**Continuation Pages
SF-115 for Refugee Coordinator Files
Foreign Service Posts**

1. Refugee Coordinator Files

Description: Correspondence, memoranda, reports and other papers on the Refugee and Migration program.

Disposition: TEMPORARY. Retain at post indefinitely those records remaining after periodic application of pertinent disposal authorization in other chapters of the post records disposition schedules. (Supersedes II-NN-3342, item 1)

DispAuthNo: TBD

2. Fiscal Records

File contains Invoices, schedules and other papers on funds expended.

a. Post Refugee and Migration Section copies.

Disposition: TEMPORARY. Destroy when 3 years old.
(Supersedes II-NN-3342, item 4a)

DispAuthNo:

b. Post Budget and Fiscal Section copies

Disposition: TEMPORARY. Retire to RSC when 2 years old. Destroy when 5 years old. (Supersedes II-NN-3342, item 4b)

DispAuthNo:

3. Correspondence with Voluntary Agencies

Description: Correspondence regarding resettlement of refugees and migrants, requests for personal information, the status of certain cases, changes in designation or refugee or migrant, requests for case reviews, questions of eligibility for resettlement, the transmittal of various forms and cards, and other matters relating to refugee and migration cases.

Disposition: TEMPORARY. Destroy one year after last action.
(Supersedes II-NN-3342, item 7)

DispAuthNo:

4. Case Files on Voluntary Agency Employees

Description: Personal history statements, biographical data, and other documents on persons employed by voluntary agencies assisting with the processing of escapees and refugees for resettlement and relocation.

Disposition: TEMPORARY. Destroy 1 year after termination of employment upon approval by the Post Security Officer. (Supersedes N1-84-93-8, item 1)

DispAuthNo:

5. Refugee Processing Files

a. Approved Refugee Case Files

Description: Consists of refugee or Visa-93 application and supporting documentation, including required biographic, biometric, and medical, security, and sponsorship information, as well as correspondence related to individual refugee. Department of State Privacy Act System of Records, STATE-59 applies.

(1) Paper Files. Completed cases of refugees admitted to the United States.

Disposition: Transfer to Department of Homeland Security (DHS) on admission of refugee at the U.S. port of entry as refugee travel packet.
(Supersedes N1-84-93-6, item 2a.(1))

DispAuthNo:

(2) Electronic Records. When directed, processing agencies will transfer local electronic records to centralized RPC database for Storage and retrieval as needed

Disposition: TEMPORARY. Retain electronic records in local database until transferred to the centralized database maintained by RPC under domestic schedule. Purge local database as instructed. (New)

DispAuthNo:

b. Closed and Denied Refugee Case Files

Description: Consists of refugee or Visa-93 application and supporting documentation, including required biographic, biometric, and medical, security, and sponsorship information, as well as correspondence related to individual refugee.

Case files of refugees that are assigned alien numbers and/or interviewed by U.S. Citizenship and Immigration Services (USCIS). Includes cases of persons denied refugee admission to the United States, including persons found not to be refugees and persons who were inadmissible under INA 212(a). Also includes persons who are deceased; have gone to the United States in other than refugee status; resettled in another country; or withdrawn their application.

Disposition: Scan essential documentation into WRAPS for electronic reference. Transfer original records to U.S. Citizenship and Immigration Services (USCIS) office with jurisdiction over processing location within six months of final decision or closing case. (Supersedes N1-84-93-6, item 2b and 2c).

DispAuthNo:

c. Unprocessed Case Files

Description: Consists of refugee application and supporting documentation, including required biographic, biometric, medical, security, and sponsorship information, as well as correspondence related to individual refugee.

Unprocessed Cases. Inactive cases of persons never presented to USCIS for interview or assigned alien numbers, including applicants not appearing for interview; withdrawing, lacking relationship to principal applicant, or failing to complete processing requirements.

Disposition: TEMPORARY. Destroy two years after last activity.
(Supersedes N1-84-93-6, item 2d)

DispAuthNo:

6. Electronic Mail and Word Processing System Copies

Description: Electronic copies of records that created on electronic mail and work processing systems and used solely to generate a recordkeeping copy of the records covered by the other items in this schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.

a. Copies that have no further administrative value after the recordkeeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy.

Disposition: TEMPORARY. Destroy/delete within 180 days after the recordkeeping copy has been produced.

DispAuthNo: GRS 23, item 10a.

b. Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy.

Disposition: TEMPORARY. Destroy/delete when dissemination, revision, or updating is completed.

DispAuthNo: GRS 23, item 10b.