Request for Records Disposition Authority
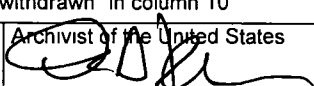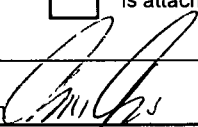
(See Instructions on reverse)

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
Visa Services

4 Name of Person with whom to confer	5 Telephone (include area code)
William P Fischer	202-261-8369

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 ___8___ 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	Title	Date (mm/dd/yyyy)
Tasha M Thian	Agency Records Officer	9/22/09

7 Item Number	8 Description of Item and Proposed Disposition	9 GRS or Superseded Job Citation	10 Action taken (NARA Use Only)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 Immigrant and Non-Immigrant Visa Issuances and Refusals		

Bureau of Consular Affairs (CA)
Visa Services (CA/VO)
Records Disposition Schedule

1a   **Immigrant Visas – Issuances [Consular Consolidated Database]**

Description: Information obtained from issued immigrant visa application forms (DS-230, 260, and related forms) and supporting documentation Immigrant visa case records potentially include the following types of case level data unique identifier, applicant personal and biographic data, adjudication data, visa class information, visa clearance and name check data, case summary data, case status data, and notes

Disposition: TEMPORARY Cutoff at end of calendar year when issued Destroy 11 years after issuance

DispAuthNo: Pending (new item)

1b   **Immigrant Visas – Issuances [Hard Copies]**

Description: Hard copies of immigrant visa application forms (DS-230 and related forms) and supporting documentation

Disposition: Issued visa application packets are returned to applicant for presentation to the Department of Homeland Security (DHS) DHS stores these records thereafter

Note Disposition instructions for paper immigrant visa issuances and refusals are found in 9 FAM Appendix F, 100 — Filing Instruction

DispAuthNo: N/A

2a   **Immigrant Visas - Category I Refusals [Consular Consolidated Database]**

Description: Information obtained from immigrant visa application forms (DS-230, 260, and related forms) and supporting documentation Immigrant visa case records potentially include the following types of case level data unique identifier, applicant personal and biographic data, adjudication data, visa class information, visa clearance and name check data, case summary data, case status data, and notes

Disposition: TEMPORARY Cutoff at end of calendar year when refused Destroy 100 years after refusal

DispAuthNo: Pending (new item)

2b   **Immigrant Visas - Category I Refusals [Hard Copies]**

Description: Records, including applications, supplemental questionnaires, refusal worksheets and supporting or related documentation and correspondence, relating to persons who have been refused immigrant or nonimmigrant visas (including quasi-refusals), under the following section(s) of law INA subsections 212(a)(1)(A)(i), (iii), and (iv), (2), (3), (C), (E), and (F), (8), (9)(A) (if alien convicted of an aggravated felony), and (C), and 10(D) and (E), 222(g), Title IV of the Helms-Burton Act (22 USC 6021 et seq), any cases requiring the Department's opinion code00 (Except quasi-refusal cases under (6)(C)(i)); INA subsection 212(a)(10)(C), Quasi-Refusals under 212(a)(6)(C)(i), 212(a)(9)(B), INA subsection 212(f), and Section 5(a)(1) of the Tom Lantos Block Burmese JADE (Junta's Anti-Democratic Efforts) Act of 2008

Disposition: TEMPORARY Destroy after the information has been converted to an electronic medium, verified, and when no longer needed for legal or audit purposes

Note Disposition instructions for paper immigrant visa issuances and refusals are found in 9 FAM Appendix F, 100

DispAuthNo: GRS 20, item 2a(4) applied to records covered by NARA Job No N1-84-03-02, items 6, 7, 8, and 9

3a   **Immigrant Visas - Category II Refusals [Consular Consolidated Database]**

Description: Information obtained from immigrant visa application forms (DS-230, 260, and related forms) and supporting documentation Immigrant visa case records potentially include the following types of case level data unique identifier, applicant personal and biographic data, adjudication data, visa class information, visa clearance and name check data, case summary data, case status data, and notes

Disposition: TEMPORARY Cutoff at end of calendar year when refused Destroy 25 years after refusal

DispAuthNo: Pending (new item)

3b   **Immigrant Visas - Category II Refusals [Hard Copies]**

Description: Records, including applications, supplemental questionnaires, refusal worksheets and supporting or related documentation and correspondence, relating to persons who have been refused immigrant or nonimmigrant visas (including quasi-refusals), under the following section(s) of law INA subsections 212(a)(1)(A)(ii), 212(a)(4), 212(a)(5), 212(a)(6)(A), (B), and (G), 212(a)(7)(A), 212(a)(9)(A) without multiple removals, 212(a)(10)(A) and (B), and 212(e)

Disposition:	TEMPORARY Cutoff at end of calendar year when refused Destroy 11 years after refusal or after the information has been converted to an electronic medium, verified, and when no longer needed for legal or audit purposes, whichever is sooner
DispAuthNo:	Pending (supersedes NARA Job No N1-84-03-02, item 10)

3c   **Immigrant Visas - Category II Refusals [Hard Copies]**

Description: Records, including applications, supplemental questionnaires, refusal worksheets and supporting or related documentation and correspondence, relating to persons who have been refused immigrant or nonimmigrant visas (including quasi-refusals), under the following section(s) of law 212(a)(9)(A) with multiple removals

Disposition: TEMPORARY Cutoff at end of calendar year when refused Destroy 21 years after refusal or after the information has been converted to an electronic medium, verified, and when no longer needed for legal or audit purposes, whichever is sooner

DispAuthNo: Pending (new item)

3d   **Immigrant Visas - Category II Refusals [Hard Copies]**

Description: Records, including applications, supplemental questionnaires, refusal worksheets and supporting or related documentation and correspondence, relating to persons who have been refused immigrant or nonimmigrant visas (including quasi-refusals), under the following section(s) of law 221(g)

Disposition: TEMPORARY Destroy upon termination of registration or one year after last visa activity whichever is later

DispAuthNo: Pending (supersedes NARA Job No N1-84-03-02, item 11)

4a   **Non-Immigrant Visas – Issuances [Consular Consolidated Database]**

Description: Information obtained from issued non-immigrant visa application forms (DS-156, 157, 158, 160 and related forms) and supporting documentation Nonimmigrant visa case records potentially include the following types of case level data unique identifier, applicant personal and biographic data, passport data, adjudication data, visa class information, foil history, case summary data, case status data, and notes

Disposition: TEMPORARY Cutoff at end of calendar year when issued Destroy 25 years after issuance

DispAuthNo: Pending (new item)

4b	Non-Immigrant Visas – Issuances [Hard Copies]
Description:	Hard copies of non-immigrant visa application forms (DS-156, 157, 158, and related forms) and supporting documentation
Disposition:	TEMPORARY Cutoff at end of calendar year when issued Destroy 11 years after issuance or after the information has been converted to an electronic medium, verified, and when no longer needed for legal or audit purposes, whichever is sooner
	Note Disposition instructions for paper non-immigrant visa issuances and refusals are found in 9 FAM Appendix F, 100
DispAuthNo:	Pending (supersedes NARA Job No N1-84-03-02, item 1)

5a	Non-Immigrant Visas - Category I Refusals [Consular Consolidated Database]
Description:	Information obtained from non-immigrant visa application forms (DS-156, 157, 158, 160 and related forms) and supporting documentation Nonimmigrant visa case records potentially include the following types of case level data unique identifier, applicant personal and biographic data, passport data, adjudication data, visa class information, foil history, case summary data, case status data, and notes
Disposition:	TEMPORARY Cutoff at end of calendar year when refused Destroy 100 years after refusal
DispAuthNo:	Pending (new item)

5b	Non-Immigrant Visas - Category I Refusals [Hard Copies]
Description:	Records, including applications, supplemental questionnaires, refusal worksheets and supporting or related documentation and correspondence, relating to persons who have been refused immigrant or nonimmigrant visas (including quasi-refusals), under the following section(s) of law INA subsections 212(a)(1)(A)(i), (iii), and (iv), (2), (3), (6)(C), (E), and (F), (8)(B), (9)(A) (if alien convicted of an aggravated felony), and (C), and 10(D) and (E), 222(g) Title IV of the Helms-Burton Act (22 USC 6021 et seq), and any cases requiring the Department's opinion code00 (except quasi-refusal cases under (6)(C)(i)), INA subsections 212(a)(10)(C), Quasi-Refusals under 212(a)(6)(C)(i), 212(a)(9)(B), 212(f), Section 306 of the Enhanced Border Security and Visa Entry Reform Act (EBSVERA) of 2002, and Section 5(a)(1) of the Tom Lantos Block Burmese JADE (Junta's Anti-Democratic Efforts) Act of 2008
Disposition:	TEMPORARY Destroy after the information has been converted to

an electronic medium, verified, and when no longer needed for legal or audit purposes

Note   Disposition instructions for paper immigrant visa issuances and refusals are found in 9 FAM Appendix F, 100

DispAuthNo: GRS 20, Item 2 a(4) applied to records covered by NARA Job No N1-84-03-02, items 3 and 4

6a   **Non-Immigrant Visas - Category II Refusals [Consular Consolidated Database]**

Description: Information obtained from non-immigrant visa application forms (DS-156, 157, 158, 160 and related forms) and supporting documentation Nonimmigrant visa case records potentially include the following types of case level data unique identifier, applicant personal and biographic data, passport data, adjudication data, visa class information, foil history, case summary data, case status data, and notes

Disposition: TEMPORARY Cutoff at end of calendar year when refused Destroy 25 years after refusal

DispAuthNo: Pending (new item)

6b   **Non-Immigrant Visas - Category II Refusals [Hard Copies]**

Description: Hard copies of non-immigrant visa application forms (DS-156, 157, 158, and related forms) and supporting documentation relating to persons who have been refused nonimmigrant visas (including quasi-refusals), under the following section(s) of law 214(b) and 221(g)

Disposition: TEMPORARY Cutoff at end of calendar year when refused Destroy 11 years after refusal or after the information has been converted to an electronic medium, verified, and when no longer needed for legal or audit purposes, whichever is sooner

Note   Disposition instructions for paper non-immigrant visa issuances and refusals are found in 9 FAM Appendix F, 100

DispAuthNo: Pending (supersedes NARA Job No N1-84-03-02, item 5)

6c   **Non-Immigrant Visas - Category II Refusals [Hard Copies]**

Description: Hard copies of non-immigrant visa application forms (DS-156, 157, 158, and related forms) and supporting documentation relating to persons who have been refused nonimmigrant visas (including quasi-refusals), under the following section(s) of law 212(a)(4), 212(a)(5), 212(a)(6)(A), (B), and (G), 212(a)(7)(B), 212(a)(9)(A) without multiple removals, 212(a)(10)(B), and 212(e)

Disposition:	TEMPORARY Cutoff at end of calendar year when refused Destroy 11 years after refusal or after the information has been converted to an electronic medium, verified, and when no longer needed for legal or audit purposes, whichever is sooner

Note Disposition instructions for paper non-immigrant visa issuances and refusals are found in 9 FAM Appendix F, 100

DispAuthNo: Pending (new item)

6d **Non-Immigrant Visas - Category II Refusals [Hard Copies]**

Description: Hard copies of non-immigrant visa application forms (DS-156, 157, 158, and related forms) and supporting documentation relating to persons who have been refused nonimmigrant visas (including quasi-refusals), under the following section(s) of law 212(a)(9)(A) with multiple removals

Disposition: TEMPORARY Cutoff at end of calendar year when refused Destroy 21 years after refusal or after the information has been converted to an electronic medium, verified, and when no longer needed for legal or audit purposes, whichever is sooner

Note Disposition instructions for paper non-immigrant visa issuances and refusals are found in 9 FAM Appendix F, 100

DispAuthNo: Pending (new item)

7 **Abandoned/Withdrawn Visa Cases [Consular Consolidated Database]**

Description: Information obtained from immigrant visa application forms and supporting documentation

Disposition: TEMPORARY Cutoff at end of calendar year when abandoned/withdrawn Destroy 50 years after cutoff

DispAuthNo: Pending (new item)

8a **Immigrant Visa Overseas (IVO) System – Issuances**

Description: The IVO system is an electronic case management application designed to track and manage the actions taken during the immigrant visa application and adjudication process at overseas posts IVO maintains immigrant visa issuance and refusal case record data on local area network databases The record copies of electronic immigrant visa case records are maintained in the Consular Consolidated Database

Disposition:	TEMPORARY Cutoff at end of calendar year when issued Destroy 5 years after cutoff or when no longer needed, whichever is sooner
DispAuthNo:	Pending (new item)

8b **Immigrant Visa Overseas (IVO) System – Cat I refusals**

Description:	The IVO system is an electronic case management application designed to track and manage the actions taken during the immigrant visa application and adjudication process at overseas posts IVO maintains immigrant visa issuance and refusal case record data on local area network databases The record copies of electronic immigrant visa case records are maintained in the Consular Consolidated Database
Disposition:	TEMPORARY Cutoff at end of calendar year when refused Destroy 100 years after cutoff or when no longer needed, whichever is sooner
DispAuthNo:	Pending (new item)

8c **Immigrant Visa Overseas (IVO) System – Cat II refusals**

Description:	The IVO system is an electronic case management application designed to track and manage the actions taken during the immigrant visa application and adjudication process at overseas posts IVO maintains immigrant visa issuance and refusal case record data on local area network databases The record copies of electronic immigrant visa case records are maintained in the Consular Consolidated Database
Disposition:	TEMPORARY Cutoff at end of calendar year when refused Destroy 25 years after cutoff or when no longer needed, whichever is sooner
DispAuthNo:	Pending (new item)

8d **Immigrant Visa Overseas (IVO) System – Abandoned Cases**

Description:	The IVO system is an electronic case management application designed to track and manage the actions taken during the immigrant visa application and adjudication process at overseas posts IVO maintains immigrant visa issuance and refusal case record data on local area network databases The record copies of electronic immigrant visa case records are maintained in the Consular Consolidated Database
Disposition:	TEMPORARY Cutoff at end of calendar year when abandoned Destroy 50 years after cutoff or when no longer needed, whichever is sooner
DispAuthNo:	Pending (new item)

9a　　　　　　　**Non-Immigrant Visa (NIV) System - Issuances**

Description:　The NIV system is an electronic case management application
designed to track and manage the actions taken during the non-
immigrant visa application and adjudication process at overseas posts
NIV maintains non-immigrant visa issuance and refusal case record
data on local area network databases The record copies of electronic
non-immigrant visa case records are maintained in the Consular
Consolidated Database

Disposition:　TEMPORARY Cutoff at end of calendar year when issued Destroy
25 years after cutoff or when no longer needed, whichever is sooner

DispAuthNo:　Pending (new item)

9b　　　　　　　**Non-Immigrant Visa (NIV) System – Cat I refusals**

Description:　The NIV system is an electronic case management application
designed to track and manage the actions taken during the non-
immigrant visa application and adjudication process at overseas posts
NIV maintains non-immigrant visa issuance and refusal case record
data on local area network databases The record copies of electronic
non-immigrant visa case records are maintained in the Consular
Consolidated Database

Disposition:　TEMPORARY Cutoff at end of calendar year when refused Destroy
100 years after cutoff or when no longer needed, whichever is sooner

DispAuthNo:　Pending (new item)

9c　　　　　　　**Non-Immigrant Visa (NIV) System – Cat II refusals**

Description:　The NIV system is an electronic case management application
designed to track and manage the actions taken during the non-
immigrant visa application and adjudication process at overseas posts
NIV maintains non-immigrant visa issuance and refusal case record
data on local area network databases The record copies of electronic
non-immigrant visa case records are maintained in the Consular
Consolidated Database

Disposition:　TEMPORARY Cutoff at end of calendar year when refused Destroy
25 years after cutoff or when no longer needed, whichever is sooner

DispAuthNo:　Pending (new item)