

REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse)		LEAVE BLANK (NARA use only)	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER NT-84-93-14	
1. FROM (Agency or establishment) Department of State		DATE RECEIVED 8-11-93	
2. MAJOR SUBDIVISION All Foreign Service Posts		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
3. MINOR SUBDIVISION Consular Section			
4. NAME OF PERSON WITH WHOM TO CONFER John A. Cruce	5. TELEPHONE 647-7123	DATE 7-15-94	ARCHIVIST OF THE UNITED STATES <i>Cindy Hampton</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 2____ 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, or <input type="checkbox"/> has been requested.			
DATE 8/5/93	SIGNATURE OF AGENCY REPRESENTATIVE <i>Kenneth F. Rossmer</i>	TITLE Records Officer of the Department	
7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	SEE ATTACHED SHEET		
<i>Copies sent to Agency, NNW, NNT</i>			

VISA SERVICES

1. Non-Immigrant Visa Reports

Covers both electronic reports (on-line and off-line) and non-electronic paper reports locally created dealing with the Non-Immigrant Visa Computer-Assisted Processing System (NIVCAP) - Records Update Reports: daily visa reports, visas printed, visas spoiled, critical fields, change reports, counterfoils logs, and other related reports.

a. On-line electronic reports

DISPOSITION: After 1 year, archive a copy of reports onto a disk, tape, CD, or other electronic media. This will allow these records to be used in future fraud investigations. Verify copy. Then destroy/delete on-line reports.

b. Locally created paper reports, logs, logbooks, etc. AND Off-line electronic reports archived on disks, tapes, CDs, or other electronic media.

Because the degree of visa fraud varies by post, the Consular Officer shall determine when to destroy reports:

(1). Destroy at post if:

(a) No fraud problem.

DISPOSITION: Destroy after 1 year.

(b) Low degree of fraud.

DISPOSITION: Destroy after 3 years

(2). Retire to RSC after 3 years if:

(a) Medium degree of fraud.

DISPOSITION: Destroy after 10 years.

(b) High degree of fraud.

DISPOSITION: Destroy after 20 years.

c. Daily, weekly, or monthly paper printouts of on-line reports.

DISPOSITION: Archive a copy of reports onto a disk, tape, CD, or other electronic media. This will allow these records to be used in future fraud investigations. Verify copy. Then destroy paper printouts immediately.