

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

Leave Blank (NARA Use Only)	
Job Number	NI-059-09-25
Date Received	
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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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 7/28/09	Archivist of the United States <i>Adrienne Shuman</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

is not required
 is attached
 has been requested

Signature of Agency Representative Tasha M. Thian <i>[Signature]</i>	Title Agency Records Officer	Date (mm/dd/yyyy) 5/1/09
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7 Item Number	8 Description of Item and Proposed Disposition	9 GRS or Superseded Job Citation	10 Action taken (NARA Use Only)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 Visa Request System (VR)		

Bureau of Consular Affairs (CA)
Special Issuance Agency (CA/PPT/SIA)
Records Disposition Schedule

1. Visa Request System

Description: The Visa Request System (VR) is a tracking system used to track and monitor the application process of obtaining visas from foreign embassies and/or consulates for official U.S. government travellers.

a. Master file

Data includes name, date/place of birth, gender, passport number, travel dates, purpose of travel and cities to be visited.

Disposition: Temporary. Cut off at issuance. Destroy five years after cutoff.

DispAuthNo: Pending NARA approval

Visa Request System

Description: b. Inputs

Hard copy documents used to create, update, or modify electronic records when the electronic records are retained to meet recordkeeping requirements and are covered by a NARA-approved schedule.

Disposition: Temporary. Destroy when no longer needed.

DispAuthNo: GRS 20, item 2a(4)

Visa Request System

Description: c. Outputs

Hard copy cover letter created to meet day-to-day business needs.

Disposition: Temporary. Destroy when no longer needed.

DispAuthNo: GRS 20, item 16

Visa Request System

Description: d. System Documentation

Data systems specifications, file specifications, codebooks, record layouts, user guides, output specifications, and final reports relating to a master file.

Disposition: Temporary. Destroy/delete upon authorized deletion of the related electronic records or upon the destruction of the output of the system if the output is needed.

DispAuthNo: GRS 20, item 11a(1)