

<b>Request for Records Disposition Authority</b> (See Instructions on reverse)		<b>Leave Blank (NARA Use Only)</b>	
<b>To: National Archives and Records Administration (NIR)</b> <b>Washington, DC 20408</b>		Job Number <i>NI-059-09-37</i>	Date Received <i>6/29/09</i>
1 From (Agency or establishment) U S Department of State		<b>Notification to Agency</b> 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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
2 Major Subdivision Bureau of Consular Affairs			
3 Minor Subdivision Passport Services (PPT)			
4 Name of Person with whom to confer William P Fischer	5 Telephone (include area code) 202-261-8369	Date <i>1/3/2011</i>	Archivist of the United States <b>WITHDRAWN</b>

**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*      Title: Agency Records Officer      Date (mm/dd/yyyy): *6/16/09*

7 Item Number	8 Description of Item and Proposed Disposition	9 GRS or Superseded Job Citation	10 Action taken (NARA Use Only)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 Passport Records Imaging Systems Management (PRISM) and Passport Information Electronic Records System (PIERS)		
<b>WITHDRAWN</b>			

**Bureau of Consular Affairs**  
**Passport Services (PPT)**  
**Records Disposition Schedule**

**WITHDRAWN**

- 1**                    **Passport Case Files [Passport Records Imaging Systems Management (PRISM)]**
- Description:**      Digital images of passport application case files. Records include the passport application form and all supporting documentation created or received during the review process. Records span the period 1994 to the present.
- Disposition:**      TEMPORARY. Cut off at issuance/denial. Destroy 100 years after cut off.
- DispAuthNo:**      Pending (new item)
- 2**                    **Passport Case Files**
- Description:**      Paper copies of passport application case files that have been digitally scanned. Records include the passport application form and all supporting documentation created or received during the review process. Records span the period 1999 to the present.
- Disposition:**      TEMPORARY. Cut off at issuance/denial. Destroy 15 years after cut off.
- DispAuthNo:**      Pending (new item)
- 3**                    **Vital Records Files [Passport Records Imaging Systems Management (PRISM)]**
- Description:**      Digital images of vital records files that are scanned. Records potentially include reports of birth, death, and marriage of U.S. citizens abroad.
- Note: Paper copies of vital records are permanent under NARA Job No. N1-59-04-2, item 15a (A-13-001-15a)
- Disposition:**      TEMPORARY. Cut off at end of fiscal year when scanned. Destroy 100 years after cut off.
- DispAuthNo:**      Pending (new item)
- 4**                    **Passport Case Files Index [Passport Information Electronic Records System (PIERS)]**
- Description:**      Electronic index to microfilm, paper, and digital images of passport

application case files Records span the period 1979 to the present

**Disposition:** TEMPORARY Cut off at issuance/denial Destroy 100 years after cut off

**DispAuthNo:** Pending (new item)

**5 Vital Records Files Index [Passport Information Electronic Records System (PIERS)]**

**Description:** Electronic index to vital records files and technical documentation  
Records span the period 1925 to the present

**Disposition:** PERMANENT Transfer to NARA with related vital records files

Note Related records are permanent under NARA Job No N1-59-04-2,  
item 15a (A-13-001-15a)

**DispAuthNo:** Pending (new item)

**WITHDRAWN**