

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> <i>(See Instructions on reverse)</i>		LEAVE BLANK	
TO: GENERAL SERVICES ADMINISTRATION NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408		JOB NO.	N1-59-90-23
1. FROM (Agency or establishment) Department of State		DATE RECEIVED	5-11-90
2. MAJOR SUBDIVISION PASSPORT		NOTIFICATION TO AGENCY	
3. MINOR SUBDIVISION PPT/PS/RM		In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.	
4. NAME OF PERSON WITH WHOM TO CONFER  PAT R. MAGIN	5. TELEPHONE EXT.  647 - 6021	DATE 10/17/90	ARCHIVIST OF THE UNITED STATES 
6. CERTIFICATE OF AGENCY REPRESENTATIVE			

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records; that the records proposed for disposal in this Request of 1 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, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached.

A. GAO concurrence:  is attached; or  is unnecessary.

B. DATE 4/3/90	C. SIGNATURE OF AGENCY REPRESENTATIVE 	D. TITLE Kathleen M. Lannon Chief, Records Management Staff
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7. ITEM NO.	8. DESCRIPTION OF ITEM <i>(With Inclusive Dates or Retention Periods)</i>	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN <i>(NARS USE ONLY)</i>
1.	Passport Case Files, 1971-  Consist of passport applications with photograph attached; applications for amendment or extension of passports; and related correspondence.  (3) Paper records not microfilmed. 1971-  Block files annually. Transfer to FRC when 5 years old. Destroy when 100 years old.  Annual accumulation - 10-15 cubic feet	NC1-59-79-12 Item 1c RMH,A 130001 b (3)	