

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

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JOB NO NI-GRS-91-1

TO: **GENERAL SERVICES ADMINISTRATION**
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408

DATE RECEIVED 10/11/90

1. FROM (Agency or establishment)

NOTIFICATION TO AGENCY

2. MAJOR SUBDIVISION
NATIONAL ARCHIVES AND RECORDS ADMINISTRATION

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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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.

3. MINOR SUBDIVISION
OFFICE OF RECORDS ADMINISTRATION

4. NAME OF PERSON WITH WHOM TO CONFER
RECORDS APPRAISAL AND DISPOSITION DIVISION

5. TELEPHONE EXT. 501-6050

DATE 1/3/91

ARCHIVIST OF THE UNITED STATES

J. Nashorn

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 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, 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

C. SIGNATURE OF AGENCY REPRESENTATIVE

D. TITLE

10/15/90

Kenneth Flossman

Director, Records Appraisal and Disposition Division

7. ITEM NO.

8. DESCRIPTION OF ITEM
(With Inclusive Dates or Retention Periods)

9. GRS OR SUPERSEDED JOB CITATION

10. ACTION TAKEN (NARS USE ONLY)

1

Addition to General Records Schedule 9, Travel and Transportation

5. Records Relating to Official Passports

a. Application Files

Documents relating to the issuance of official passports, including requests for passports, transmittal letters, receipts, and travel authorizations.

Destroy when 3 years old or upon separation of the bearer, whichever is sooner.

b. Annual Reports Concerning Official Passports

Reports to the Department of State concerning the number of official passports issued and related matters.

Destroy when 1 year old.

c. Passport Registers

Registers and lists of agency personnel who have official passports.

Copies sent to NCR 1-9-91

REQUEST FOR RECORDS DISPOSITION AUTHORITY - CONTINUATION

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	<p>Destroy when no longer needed.</p> <p>(Notes: 1. Official passports should be returned to the Department of State upon expiration or upon the separation of the employee. 2. Item 5b does not pertain to copies of annual reports held by the Department of State.)</p>		