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Chapter 09: Consular Records (also see A 14 Visa Records)

Passport Services

B-09-001-01a **Passport and Citizenship Case Files**

Description: These records pertain to American citizens abroad who have applied to overseas posts for passports, the renewal, amendment or extension of passports, or for registration and other citizenship services; and files pertaining to American citizens who have applied to territorial governments for passport services.

a. Pre-1956 Case Files, active and inactive.

Disposition: Destroy immediately, excluding any case that a post may wish to retain until recorded on Forms FS-558 or 558a.

DispAuthNo: II-NNA-3052, item 1a **Date Edited:** 4/1/1999

B-09-001-01b(1) **Passport and Citizenship Case Files**

Description: These records pertain to American citizens abroad who have applied to overseas posts for passports, the renewal, amendment or extension of passports, or for registration and other citizenship services; and files pertaining to American citizens who have applied to territorial governments for passport services.

b. Case Files, 1956-61.

(1) Active cases where reference to Department not required.

Disposition: Destroy previous dossier file when information contained therein recorded on FS-558 or 558a, excluding any original documents that consular officer believes should be retired to the Passport Office for incorporation in its files.

DispAuthNo: II-NN-3464, item 12 **Date Edited:** 4/1/1999

B-09-001-01b(2) **Passport and Citizenship Case Files**

Description: These records pertain to American citizens abroad who have applied to overseas posts for passports, the renewal, amendment or extension of passports, or for registration and other citizenship services; and files pertaining to American citizens who have applied to territorial governments for passport services.

b. Case Files, 1956-61.

(2) Active cases where necessary for post to obtain Department authorization or instruction before taking action.

Disposition: Destroy any previous file and post pending copy of application, certificate or other forms with related documents when Department authorization or instructions received and information is posted on FS-558 or 558a.

DispAuthNo: II-NN-3464, item 1b **Date Edited:** 6/26/2012

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B-09-001-01b(3)	Passport and Citizenship Case Files
Description:	These records pertain to American citizens abroad who have applied to overseas posts for passports, the renewal, amendment or extension of passports, or for registration and other citizenship services; and files pertaining to American citizens who have applied to territorial governments for passport services. b. Case Files, 1956-61. (3) Inactive dossiers on U.S. citizens who have died, left the consular district, or failed to reregister since 1956.
Disposition:	Destroy 5 years after the date of last action in case file without carding.
DispAuthNo:	II-NN-3464, item 1c
	Date Edited: 4/1/1999
B-09-001-02	Passport and Citizenship Nationality Cards - FS-558 and 558a
Description:	Contain summary information on each passport and citizenship case.
Disposition:	Destroy files one year after latest Foreign Service Inspection completed.
DispAuthNo:	NN-162-096, item 10b
	Date Edited: 7/30/2012
B-09-001-03	Precedent and Policy File on Passport and Citizenship Matters
Description:	Copies of key documents from Passport and Citizenship cases retained to provide background and reference information in future cases of a similar nature. Filed by type of case or law. Do not retain entire Passport and Citizenship case files.
Disposition:	Destroy when no longer needed.
DispAuthNo:	N1-084-97-02, item 1
	Date Edited: 4/1/1999
B-09-001-04	Consular Report of Birth (FS-240) and Certificate of Witness to Marriage
Description:	Consists of copies which are maintained separately from individual passport and citizenship case files prior to installation of the 5" x 8" card system.
Disposition:	If post has no further operating need for information contained in the records, destroy immediately without recording on Forms FS-558 or 558A.
DispAuthNo:	II-NN-3464
	Date Edited: 4/1/1999
B-09-001-05a	Passport and Citizenship Correspondence Files Regarding Current Cases
Description:	Correspondence constituting part of evidence in a case.
Disposition:	Attach to application and forward to Department for its files.
DispAuthNo:	II-NN-3464, item 4a
	Date Edited: 4/1/1999

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B-09-001-05b Passport and Citizenship Correspondence Files Regarding Current Cases

Description: Correspondence not considered a basic part of a case.

Disposition: Destroy after recording on Forms FS-558 or FS-558A.

DispAuthNo: II-NN-3464, item 4b **Date Edited:** 4/1/1999

B-09-001-06 Chronological Files - Maintained by Passport and Citizenship Section

Description: Consists of extra copies of communications exchanged with the Department.

Disposition: Destroy when 4 years old.

DispAuthNo: Non-Record **Date Edited:** 4/1/1999

B-09-001-07 Blank Passport Files

Description: Consist of receipts for passport; certificates and cards of identity and registration (Form DS-859); correspondence between the Department and overseas posts regarding the requisitioning, forwarding and receipting for blank passports; reports on the number of blank passports on-hand, together with inclusive serial numbers; reports on mutilated passports; correspondence regarding the transfer of blank passports from one post to another; and other routine correspondence pertaining to the maintenance and accounting of an adequate supply of passports at the post.

Disposition: Destroy files 1 year after latest Foreign Service Inspection is completed.

DispAuthNo: NN-162-096, item 8 **Date Edited:** 4/1/1999

B-09-001-08 Reports of Passports Issued and Renewed

Description: Includes Forms OF-71, Report of Passports Issued, and OF-71a, Report of Passports Renewed.

Disposition: Destroy files 1 year after latest Foreign Service Inspection is completed.

DispAuthNo: NN-162-096, item 10 **Date Edited:** 4/1/1999

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Visa Services

B-09-002-01a **Immigrant Visas - Issuances [Consular Consolidated Database]**

Description: Information obtained from issued immigrant visa application forms (DS-230, 260, and related forms) and supporting documentation. Immigrant visa case records potentially include the following types of case level data: unique identifier; applicant personal and biographic data; adjudication data; visa class information; visa clearance and name check data; case summary data; case status data; and notes.

Disposition: TEMPORARY. Cutoff at end of calendar year when issued. Destroy 11 years after issuance.

DispAuthNo: N1-084-09-02, item 1a **Date Edited:** 4/20/2011

B-09-002-01b **Immigrant Visas - Issuances [Hard Copies]**

Description: Hard copies of immigrant visa application forms (DS-230 and related forms) and supporting documentation.

Disposition: Issued visa application packets are returned to applicant for presentation to the Department of Homeland Security (DHS). DHS stores these records thereafter.

Note: Disposition instructions for paper immigrant visa issuances and refusals are found in 9 FAM Appendix F, 100.

DispAuthNo: Non-Record **Date Edited:** 4/20/2011

B-09-002-02a **Immigrant Visas - Category I Refusals [Consular Consolidated Database]**

Description: Information obtained from immigrant visa application forms (DS-230, 260, and related forms) and supporting documentation. Immigrant visa case records potentially include the following types of case level data: unique identifier; applicant personal and biographic data; adjudication data; visa class information; visa clearance and name check data; case summary data; case status data; and notes.

Disposition: TEMPORARY. Cutoff at end of calendar year when refused. Destroy 100 years after refusal.

DispAuthNo: N1-084-09-02, item 2a **Date Edited:** 4/20/2011

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B-09-002-02b **Intermediary Records**

Description: Immigrant Visa, Non-immigrant Visa, and Consular Consolidated Database hard copy and electronic input records, including applications, supplemental questionnaires, refusal worksheets and supporting or related documentation and correspondence, relating to persons who have been refused immigrant or nonimmigrant visas (including quasi-refusals), under the following section(s) of law: INA subsections 212(a)(1)(A)(i), (iii), and (iv); (2); (3); (6)Ⓞ, ⓔ, and (F); (8); (9)(A) (if alien convicted of an aggravated felony), and Ⓞ; and 10(D) and ⓔ; 222(g); Title IV of the Helms-Burton Act (22 USC 6021 et seq.); any cases requiring the Department's opinion code00 (Except quasi-refusal cases under (6)Ⓞ(i)); INA subsection 212(a)(10)Ⓞ; Quasi-Refusals under 212(a)(6)Ⓞ(i); 212(a)(9)(B); INA subsection 212(f); and Section 5(a)(1) of the Tom Lantos Block Burmese JADE (Junta's Anti-Democratic Efforts) Act of 2008.

Also includes output records such as adhoc and other reports that contain summarized or aggregated information created by combining data elements or individual observations from a single master file or data base.

Note: Applies to records covered by NARA Job No. N1-84-03-02, items 6, 7, 8, and 9.

Disposition: Temporary. Destroy upon verification of successful creation of the final document or file, or when no longer needed for business use, whichever is later. (Supersedes GRS 4.3 item 010; GRS 4.3, item 011; GRS 4.3, item 012; GRS 4.3, item 020; GRS 4.3, item 030; and GRS 4.3, item 031)

DispAuthNo: DAA-GRS-2017-0003-0002 (G **Date Edited:** 9/28/2017

B-09-002-03a **Immigrant Visas - Category II Refusals [Consular Consolidated Database]**

Description: Information obtained from immigrant visa application forms (DS-230, 260, and related forms) and supporting documentation. Immigrant visa case records potentially include the following types of case level data: unique identifier; applicant personal and biographic data; adjudication data; visa class information; visa clearance and name check data; case summary data; case status data; and notes.

Disposition: TEMPORARY. Cutoff at end of calendar year when refused. Destroy 25 years after refusal.

DispAuthNo: N1-084-09-02, item 3a **Date Edited:** 4/20/2011

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B-09-002-03b **Immigrant Visas - Category II Refusals [Hard Copies]**

Description: Records, including applications, supplemental questionnaires, refusal worksheets and supporting or related documentation and correspondence, relating to persons who have been refused immigrant or nonimmigrant visas (including quasi-refusals), under the following section(s) of law: INA subsections 212(a)(1)(A)(ii); 212(a)(4); 212(a)(5); 212(a)(6)(A), (B), and (G); 212(a)(7)(A); 212(a)(9)(A) without multiple removals; 212(a)(10)(A) and (B); and 212(e).

Disposition: TEMPORARY. Cutoff at end of calendar year when refused. Destroy 11 years after refusal or after the information has been converted to an electronic medium, verified, and when no longer needed for legal or audit purposes, whichever is sooner.

Note: Supersedes NARA Job No. N1-84-03-02, item 10.

DispAuthNo: N1-084-09-02, item 3b **Date Edited:** 4/20/2011

B-09-002-03c **Immigrant Visas - Category II Refusals [Hard Copies]**

Description: Records, including applications, supplemental questionnaires, refusal worksheets and supporting or related documentation and correspondence, relating to persons who have been refused immigrant or nonimmigrant visas (including quasi-refusals), under the following section(s) of law: 212(a)(9)(A) with multiple removals.

Disposition: TEMPORARY. Cutoff at end of calendar year when refused. Destroy 21 years after refusal or after the information has been converted to an electronic medium, verified, and when no longer needed for legal or audit purposes, whichever is sooner.

DispAuthNo: N1-084-09-02, item 3c **Date Edited:** 4/20/2011

B-09-002-03d **Immigrant Visas - Category II Refusals [Hard Copies]**

Description: Records, including applications, supplemental questionnaires, refusal worksheets and supporting or related documentation and correspondence, relating to persons who have been refused immigrant or nonimmigrant visas (including quasi-refusals), under the following section(s) of law: 221(g).

Disposition: TEMPORARY. Destroy upon termination of registration or one year after last visa activity whichever is later.

DispAuthNo: N1-084-09-02, item 3d **Date Edited:** 4/29/2011

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B-09-002-04a	Non-Immigrant Visas - Issuances [Consular Consolidated Database]
Description:	Information obtained from issued non-immigrant visa application forms (DS-156, 157, 158, 160 and related forms) and supporting documentation. Nonimmigrant visa case records potentially include the following types of case level data: unique identifier; applicant personal and biographic data; passport data; adjudication data; visa class information; foil history; case summary data; case status data; and notes.
Disposition:	TEMPORARY. Cutoff at end of calendar year when issued. Destroy 25 years after issuance.
DispAuthNo:	N1-084-09-02, item 4a
	Date Edited: 4/20/2011
B-09-002-04b	Non-Immigrant Visas - Issuances [Hard Copies]
Description:	Hard copies of non-immigrant visa application forms (DS-156, 157, 158, and related forms) and supporting documentation.
Disposition:	TEMPORARY. Cutoff at end of calendar year when issued. Destroy 11 years after issuance or after the information has been converted to an electronic medium, verified, and when no longer needed for legal or audit purposes, whichever is sooner. Note: Supersedes NARA Job No. N1-84-03-02, item 1.
DispAuthNo:	N1-084-09-02, item 4b
	Date Edited: 4/20/2011
B-09-002-04c	Non-Immigrant Visas - Visa cases issued when electronic storage of VLA record was not available.
Description:	Paper Records - Records of non-immigrant visa applications approved for issuance (paper records of issued immigrant visa are no longer retained by post) and any requisite supporting documentation including I-129B petitions. (Note: Records of visas issued on the basis of a 212(d)(3)(A) waiver are treated as refusal files)
Disposition:	TEMPORARY: Return unnecessary supporting documentation to applicant at time of issuance. Retain application and required or pertinent supporting documentation at post 1 year after issuance then transfer to Kentucky Consular Center for processing. Transfer to WNRC upon completion of processing. Destroy 11 years after issuance.
DispAuthNo:	N1-084-03-02, item 2
	Date Edited: 4/20/2011

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B-09-002-05a **Non-Immigrant Visas - Category I Refusals [Consular Consolidated Database]**

Description: Information obtained from non-immigrant visa application forms (DS-156, 157, 158, 160 and related forms) and supporting documentation. Nonimmigrant visa case records potentially include the following types of case level data: unique identifier; applicant personal and biographic data; passport data; adjudication data; visa class information; foil history; case summary data; case status data; and notes.

Disposition: TEMPORARY. Cutoff at end of calendar year when refused. Destroy 100 years after refusal.

DispAuthNo: N1-084-09-02, item 5a **Date Edited:** 4/20/2011

B-09-002-06a **Non-Immigrant Visas - Category II Refusals [Consular Consolidated Database]**

Description: Information obtained from non-immigrant visa application forms (DS-156, 157, 158, 160 and related forms) and supporting documentation. Nonimmigrant visa case records potentially include the following types of case level data: unique identifier; applicant personal and biographic data; passport data; adjudication data; visa class information; foil history; case summary data; case status data; and notes.

Disposition: TEMPORARY. Cutoff at end of calendar year when refused. Destroy 25 years after refusal.

DispAuthNo: N1-084-09-02, item 6a **Date Edited:** 4/20/2011

B-09-002-06b **Non-Immigrant Visas - Category II Refusals [Hard Copies]**

Description: Hard copies of non-immigrant visa application forms (DS-156, 157, 158, and related forms) and supporting documentation relating to persons who have been refused nonimmigrant visas (including quasi-refusals), under the following section(s) of law: 214(b) and 221(g).

Disposition: TEMPORARY. Cutoff at end of calendar year when refused. Destroy 11 years after refusal or after the information has been converted to an electronic medium, verified, and when no longer needed for legal or audit purposes, whichever is sooner.

Note: Supersedes NARA Job No. N1-84-03-02, item 5.

DispAuthNo: N1-084-09-02, item 6b **Date Edited:** 4/20/2011

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B-09-002-08a **Immigrant Visa Overseas (IVO) System - Issuances**

Description: The IVO system is an electronic case management application designed to track and manage the actions taken during the immigrant visa application and adjudication process at overseas posts. IVO maintains immigrant visa issuance and refusal case record data on local area network databases. The record copies of electronic immigrant visa case records are maintained in the Consular Consolidated Database.

Disposition: TEMPORARY. Cutoff at end of calendar year when issued. Destroy 5 years after cutoff or when no longer needed, whichever is sooner.

DispAuthNo: N1-084-09-02, item 8a **Date Edited:** 4/20/2011

B-09-002-08b **Immigrant Visa Overseas (IVO) System - Cat I refusals**

Description: The IVO system is an electronic case management application designed to track and manage the actions taken during the immigrant visa application and adjudication process at overseas posts. IVO maintains immigrant visa issuance and refusal case record data on local area network databases. The record copies of electronic immigrant visa case records are maintained in the Consular Consolidated Database.

Disposition: TEMPORARY. Cutoff at end of calendar year when refused. Destroy 100 years after cutoff or when no longer needed, whichever is sooner.

DispAuthNo: N1-084-09-02, item 8b **Date Edited:** 4/20/2011

B-09-002-08c **Immigrant Visa Overseas (IVO) System - Cat II refusals**

Description: The IVO system is an electronic case management application designed to track and manage the actions taken during the immigrant visa application and adjudication process at overseas posts. IVO maintains immigrant visa issuance and refusal case record data on local area network databases. The record copies of electronic immigrant visa case records are maintained in the Consular Consolidated Database.

Disposition: TEMPORARY. Cutoff at end of calendar year when refused. Destroy 25 years after cutoff or when no longer needed, whichever is sooner.

DispAuthNo: N1-084-09-02, item 8c **Date Edited:** 4/20/2011

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B-09-002-08d	Immigrant Visa Overseas (IVO) System - Abandoned Cases
Description:	The IVO system is an electronic case management application designed to track and manage the actions taken during the immigrant visa application and adjudication process at overseas posts. IVO maintains immigrant visa issuance and refusal case record data on local area network databases. The record copies of electronic immigrant visa case records are maintained in the Consular Consolidated Database.
Disposition:	TEMPORARY. Cutoff at end of calendar year when abandoned. Destroy 50 years after cutoff or when no longer needed, whichever is sooner.
DispAuthNo:	N1-084-09-02, item 8d Date Edited: 4/20/2011
B-09-002-09a	Non-Immigrant Visa (NIV) System - Issuances
Description:	The NIV system is an electronic case management application designed to track and manage the actions taken during the non-immigrant visa application and adjudication process at overseas posts. NIV maintains non-immigrant visa issuance and refusal case record data on local area network databases. The record copies of electronic non-immigrant visa case records are maintained in the Consular Consolidated Database.
Disposition:	TEMPORARY. Cutoff at end of calendar year when issued. Destroy 25 years after cutoff or when no longer needed, whichever is sooner.
DispAuthNo:	N1-084-09-02, item 9a Date Edited: 4/20/2011
B-09-002-09b	Non-Immigrant Visa (NIV) System - Cat I refusals
Description:	The NIV system is an electronic case management application designed to track and manage the actions taken during the non-immigrant visa application and adjudication process at overseas posts. NIV maintains non-immigrant visa issuance and refusal case record data on local area network databases. The record copies of electronic non-immigrant visa case records are maintained in the Consular Consolidated Database.
Disposition:	TEMPORARY. Cutoff at end of calendar year when refused. Destroy 100 years after cutoff or when no longer needed, whichever is sooner.
DispAuthNo:	N1-084-09-02, item 9b Date Edited: 4/20/2011

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B-09-002-14b **Consolidated Visa Card File**

Description: b. Cards OF-183 (FS-247), OF-156 (FS-257a) or OF-224b (FS-499) on Category One Refusal cases citing Sections 212 (a) (1), (2), (3), (4), (5), (9), (10), (12), (13), (17), (19), (22), and (31) cards which serve as references to confidential files relating to the above sections of 212(a); and locally prepared lookout cards relating to the above sections of 212(a).

Disposition: Destroy Form OF-224b (FS-499) when alien is 80 years of age or older and there has been no activity for the past 10 years, except where, in IV cases, waiver is granted under sections 212(g), (h), or (i) and IV issued in which case destroy Form OF-183 (FS-247) and Form OF-224b (FS-499) 1 year after visa is issued. Additionally, Form OF-183 (FS-247) in NIV cases are reviewed 15 years after last action, (upon receipt of Category One purge list) to determine if retention of card is warranted. If card is to be retained, update automated lookout system. If card is of no further retention value, destroy. See items 090207 and 090208 regarding disposition of approved petition of employment certification.

DispAuthNo: NC1-084-78-05, item 2b **Date Edited:** 4/1/1999

B-09-002-14c(1) **Consolidated Visa Card Files**

Description: c. Cards on Category Two Refusals.

 (1) NIV Cases Form OF-183 (FS-247) and Form OF-156 (FS-257a)

Disposition: Destroy 2 years after last refusal. If refused under Section 214(b) only, destroy after minimum of 1 year up to maximum of 2 years, depending on volume of fraud cases and/or storage space at post.

DispAuthNo: N1-084-88-04, item 1c(1) **Date Edited:** 2/2/2011

B-09-002-14c(2) **Consolidated Visa Card Files**

Description: c. Cards on Category Two Refusals.

 (2) IV Cases Form OF-224b (FS-499).

Disposition: Destroy when alien is 80 years of age or older and there has been no visa activity for the past 10 years, or the alien is known to be dead. If IV subsequently issued, apply item 090203d.

DispAuthNo: NC1-084-78-05, item 2c **Date Edited:** 4/1/1999

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B-09-002-14d	Consolidated Visa Card Files
Description:	d. Cards on Issued Immigrant Visas, Form OF-224b (FS-499).
Disposition:	Destroy 1 year after visa is issued.
DispAuthNo:	NC1-084-78-05, item 2d Date Edited: 4/1/1999
B-09-002-14e	Consolidated Visa Card Files
Description:	e. Cards on pending IV cases, Form OF-224b (FS-499).
Disposition:	Destroy 3 years after appointment date or 221(g) letter sent to applicant advising him of termination of registration. See item 090201 regarding disposition of visas issued and 090203g (1) for abandoned IV cases.
DispAuthNo:	NC1-084-78-05, item 2e Date Edited: 4/1/1999
B-09-002-14f	Consolidated Visa Card Files
Description:	f. Form OF-236 (FS-546) or locally prepared cards on transferred immigrant visa cases.
Disposition:	Destroy 1 year after transfer.
DispAuthNo:	NC1-084-78-05, item 2f Date Edited: 4/1/1999
B-09-002-14g(1)	Consolidated Visa Card Files
Description:	g. Cards on abandoned IV Cases, Form OF-244b (FS- 499). (1) Applicants who have failed to appear for appointment (NO SHOW) or failed to respond to a 221(g) refusal.
Disposition:	Destroy 3 years after appointment date or 221(g) letter sent to applicant advising him of termination of registration.
DispAuthNo:	NC1-084-78-05, item 2g Date Edited: 4/1/1999
B-09-002-14g(2)	Consolidated Visa Card Files
Description:	g. Cards on abandoned IV Cases, Form OF-244b (FS-499). (2) Applicants whose certificates of death have been submitted to the Consular Office.
Disposition:	Destroy when 1 year old.
DispAuthNo:	NC1-084-78-05, item 2g Date Edited: 4/1/1999

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B-09-002-14g(3)	Consolidated Visa Card Files
Description:	g. Cards on abandoned IV Cases, Form OF-244b (FS-499). (3) Applicants who have stated in writing that they do not intend to immigrate to the United States.
Disposition:	Destroy 2 years after receipt of letter.
DispAuthNo:	NC1-084-78-05, item 2g
Date Edited:	4/1/1999
B-09-002-14h	Consolidated Visa Card Files
Description:	h. Forms OF-156 (FS-257a) covering issued non-immigrant visas.
Disposition:	Destroy after 1 year except in cases of "special" visas of any category, which should be destroyed after 4 years.
DispAuthNo:	NC1-084-78-05, item 2h
Date Edited:	4/1/1999
B-09-002-14i	Consolidated Visa Card Files
Description:	i. Application for Mexican Border Crossing Card, Form OF-156 (FS-257a).
Disposition:	Send to Central Office, INS after issuance. (No copy to be retained by post.)
DispAuthNo:	NC1-084-78-05, item 2i
Date Edited:	4/1/1999
B-09-002-14j	Consolidated Visa Card Files
Description:	j. Application for Canadian Border Crossing Card, Form OF-156 (FS-257).
Disposition:	Destroy when 1 year old.
DispAuthNo:	NC1-084-78-05, item 2j
Date Edited:	4/1/1999
B-09-002-14k	Consolidated Visa Card Files
Description:	k. Cards on lost or stolen passports.
Disposition:	Destroy when 5 years old.
DispAuthNo:	NC1-084-78-05, item 2k
Date Edited:	4/1/1999

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B-09-002-15 **Visa Program Files**

Description: Consist of current administrative, policy, precedent and procedural information usually contained in telegrams, and other instructions from the Department.

Disposition: Destroy when superseded or no longer current and of no further reference value in accordance with 9 FAM, Part IV, Appendix F, Sections 504 and 505.

DispAuthNo: N1-084-97-06, item 1

Date Edited: 4/1/1999

B-09-002-16 **Miscellaneous Incoming Correspondence**

Description: Miscellaneous incoming correspondence of a general and routine nature that is of no permanent significance.

Disposition: Attach to reply and return to sender.

DispAuthNo: Non-Record

Date Edited: 4/1/1999

B-09-002-17 **Information Copies of Communications**

Description: Information copies of communications from other posts that are not required for incorporation in the visa general subject file.

Disposition: Destroy when 1 year old unless document pertains to an individual alien resident of the consular district who may be mandatorily ineligible for a visa, in which case retain indefinitely.

DispAuthNo: II-NN-3330, item 26

Date Edited: 4/1/1999

B-09-002-18a **Approved Petitions**

Description: a. In Category One Refusal Cases. Include INS Form I-130 (Petition to Classify Status of Alien Relative for Issuance of Immigrant Visa), Form I-140 (Petition to Classify Preference Status of Alien on Basis of Profession or Occupation), and I-600 (Petition to Classify Orphan as an Immediate Relative), with supporting documents; Application for Alien Employment Certification, Part A, Statement of Qualifications of Alien, Part B, Job Offer for Alien Employment and Part C, Supplemental Statement for Live at Work job offers.

Disposition: Return Petitions I-130, I-140 and I-600 directly to approving office of INS (or to District Office of petitioner residence if approved by Consular Officer) with supporting documents and explanation, except in cases where a waiver of ineligibility is possible under Section 212(g), (h), or (i) of the Immigration and Nationality act. Applications for alien employment certificates Part A should be returned to applicant and Parts B and C to the employer.

DispAuthNo: NC1-084-78-05, item 4a

Date Edited: 4/1/1999

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B-09-002-18e	Approved Petitions
Description:	e. In cases where petitioner dies or withdraws petition. Include INS Form I-130 (Petition to Classify Status of Alien Relative for Issuance of Immigrant Visa), Form I-140 (Petition to Classify Preference Status of Alien on Basis of Profession or Occupation), and I-600 (Petition to Classify Orphan as an Immediate Relative), with supporting documents; Application for Alien Employment Certification, Part A, Statement of Qualifications of Alien, Part B, Job Offer for Alien Employment and Part C, Supplemental Statement for Live at Work job offers.
Disposition:	Return directly to approving office of INS (or to District Office of Petitioner residence if approved by Consular Officer) with explanation.
DispAuthNo:	NC1-084-78-05, item 4e Date Edited: 4/1/1999
B-09-002-18f	Approved Petitions
Description:	f. In cases where applicant has failed to pursue application or provided current address. Include INS Form I-130 (Petition to Classify Status of Alien Relative for Issuance of Immigrant Visa), Form I-140 (Petition to Classify Preference Status of Alien on Basis of Profession or Occupation), and I-600 (Petition to Classify Orphan as an Immediate Relative), with supporting documents; Application for Alien Employment Certification, Part A, Statement of Qualifications of Alien, Part B, Job Offer for Alien Employment and Part C, Supplemental Statement for Live at Work job offers.
Disposition:	Two years after appointment date, or 221 (g) letter sent advising termination of registration, or return of registered notice letter, return I-130, I-140, I-600 petitions to INS approving office (or to District Office of petitioner residence if application is approved by consular officer) 2 years after appointment date or 221(g) letter sent advising termination of registration. Applications for Alien Employment Certification Part A should be returned to applicant, and Parts B and C to employer.
DispAuthNo:	NC1-084-78-05, item 4f Date Edited: 4/1/1999
B-09-002-19a	Petition to Classify Status of Alien Fiancée or Fiancée for Issuance (Form I-129F)
Description:	a. In Issued Visa Cases.
Disposition:	Include with required documents in sealed envelope handed to alien at time of visa issuance; however, if visa issued on basis of telegraphic notice of petition approval and petition received subsequent to visa issuance, return directly to approving INS office with explanation.
DispAuthNo:	NN-172-070, item 1a Date Edited: 4/1/1999

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B-09-002-19b **Petition to Classify Status of Alien Fiancée or Fiancé for Issuance (Form I-129F)**

Description: b. In Category One Refusal Cases.

Disposition: Return directly to approving INS office with explanation except in cases where a waiver of ineligibility is possible under Section 212(g), (h), (i) of the Immigration and Nationality Act.

DispAuthNo: NN-172-070, item 1b **Date Edited:** 4/1/1999

B-09-002-19c **Petition to Classify Status of Alien Fiancée or Fiancé for Issuance (Form I-129F)**

Description: c. In Category Two Refusal Cases.

Disposition: Retain and destroy with file. See Item 090202.

DispAuthNo: NN-172-070, item 1c **Date Edited:** 4/1/1999

B-09-002-19d **Petition to Classify Status of Alien Fiancée or Fiancé for Issuance (Form I-129F)**

Description: d. In abandoned cases (i.e., broken engagement, marriage prior to visa issuance, petitioner or beneficiary dies, applicant fails to pursue application, etc.)

Disposition: Destroy when 1 year old.

DispAuthNo: NN-172-070, item 1d **Date Edited:** 4/1/1999

B-09-002-20a **Petition to Classify Non-Immigrant as Temporary Worker or Trainee (Form I-129B)**

Description: a. If Visa is issued.

Disposition: Retain and destroy with file. See Item 090201b.

DispAuthNo: II-NN-3330, item 17a **Date Edited:** 4/1/1999

B-09-002-20b **Petition to Classify Non-Immigrant as Temporary Worker or Trainee (Form I-129B)**

Description: b. If Visa is refused as Category One or application is abandoned.

Disposition: If petition is still valid, return to INS, if expired, then destroy.

DispAuthNo: NN-164-148, item 5b **Date Edited:** 4/1/1999

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B-09-002-20c **Petition to Classify Non-Immigrant as Temporary Worker or Trainee (Form I-129B)**

Description: c. If Visa refused in Category Two Case.

Disposition: Retain and destroy with file. See Item 090202.

DispAuthNo: NN-164-148, item 5c **Date Edited:** 4/1/1999

B-09-002-21 **Re-entry Permits**

Description: Re-entry permits sent by INS to the post for delivery to the alien, but are undeliverable.

Disposition: Retain until permit validity date has expired, then return directly to INS issuing office with explanation.

DispAuthNo: NN-164-148, item 6 **Date Edited:** 4/1/1999

B-09-002-22 **Visa Application Transfer**

Description: Correspondence concerning transfer of visa application from one consular office to another.

Disposition: Forward with file to requesting office.

DispAuthNo: Non-Record **Date Edited:** 4/1/1999

B-09-002-23 **Deportation Cases**

Description: Correspondence relating to individual deportation cases.

Disposition: Destroy 1 year after case completed, except cases involving controversy with local government or a precedent case that should be retained indefinitely.

DispAuthNo: II-NN-3330, item 23 **Date Edited:** 4/1/1999

B-09-002-24 **Application for Status as Permanent Resident, Biographic Information (Form G-325A)**

Description:

Disposition: If investigation is negative, destroy; if positive, return to INS with information.

DispAuthNo: NN-171-172, item 5 **Date Edited:** 4/1/1999

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B-09-002-25a **Local Security Clearance Requests**

Description: Requests made by post to local law enforcement agencies for security clearance of applicants for visas.

a. Replies from outside source.

Disposition: If negative, destroy after noting on Form OF-224b (FS-499) or OF-156 (FS- 257a). If positive, follow disposition instructions in Items 090201 or 090202.

DispAuthNo: NN-171-172, item 6

Date Edited: 4/1/1999

B-09-002-25b **Local Security Clearance Requests**

Description: Requests made by post to local law enforcement agencies for security clearance of applicants for visas.

b. Request for Clearance and/or Visa Records, Transfer of Visa Record, OF-166 (DSL-825).

Disposition: Return to sender after noting results of inquiries or searches made. On post check basis, in NIV cases in which no information is developed, destroy without replying to originating post.

DispAuthNo: NN-164-148, item 3b

Date Edited: 4/1/1999

B-09-002-25c **Local Security Clearance Requests**

Description: Requests made by post to local law enforcement agencies for security clearance of applicants for visas.

c. Telegraphic requests for clearance.

Disposition: Destroy after request is answered.

DispAuthNo: Non-Record

Date Edited: 4/1/1999

B-09-002-25d **Local Security Clearance Requests**

Description: Requests made by post to local law enforcement agencies for security clearance of applicants for visas.

d. Biographic Data for Visa Purposes Form OF-179 (DSP-70).

Disposition: Destroy after search is completed. (See item b, above, regarding cases in which accompanying OF-66 (DSL-825) may also be destroyed.)

DispAuthNo: NN-164-148, item 3c

Date Edited: 4/1/1999

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B-09-002-25e	Local Security Clearance Requests
Description:	Requests made by post to local law enforcement agencies for security clearance of applicants for visas. e. Replies to requests for clearance.
Disposition:	Destroy if negative. If positive information is reported on an applicant who is resident of a consular district and who may be statutorily ineligible for visa, retain indefinitely.
DispAuthNo:	NN-171-172, item 6a
	Date Edited: 4/1/1999
B-09-002-26	Certificates Received from Outside Sources
Description:	Police or similar certificates received from outside sources.
Disposition:	Destroy abandoned cases after 1 year.
DispAuthNo:	NN-172-156, item 2
	Date Edited: 4/1/1999
B-09-002-27	Affidavits of Support
Description:	Affidavits of support and related documents submitted directly to post by sponsor who does not wish applicant to know the contents thereof.
Disposition:	Destroy abandoned cases after 1 year.
DispAuthNo:	NN-172-156, item 3
	Date Edited: 4/1/1999
B-09-002-28	Congressional Correspondence
Description:	Correspondence from attorneys or from Immigration and Naturalization Service.
Disposition:	Destroy abandoned cases after 1 year.
DispAuthNo:	NN-172-156, item 4
	Date Edited: 4/1/1999
B-09-002-29	Correspondence Regarding Allotment of Immigrant Visa Numbers
Description:	
Disposition:	Destroy when 2 years old.
DispAuthNo:	NN-172-156, item 5
	Date Edited: 4/1/1999

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B-09-002-30a	Application for Verification of Information from Immigration and Naturalization Service Records or memorandum of Creation of Lawful Permanent Residence (I-181)
Description:	a. In Issued Visa Cases. NOTE: See items 090202a and b in Category One Refusal Cases.
Disposition:	Attach to original issued visa.
DispAuthNo:	NC1-084-78-05, item 5a Date Edited: 4/1/1999
B-09-002-30b	Application for Verification of Information from Immigration and Naturalization Service Records or memorandum of Creation of Lawful Permanent Residence (I-181)
Description:	b. In Category Two Refusal Cases.
Disposition:	Retain and destroy with file after noting pertinent data on OF-224b (FS-499). See item 090202a.
DispAuthNo:	NC1-084-78-05, item 5b Date Edited: 4/1/1999
B-09-002-30c	Application for Verification of Information from Immigration and Naturalization Service Records or memorandum of Creation of Lawful Permanent Residence (I-181)
Description:	c. In abandoned cases (i.e., the visa applicant has died or has indicated in writing he does not intend to immigrate) and in cases where alien resident has died.
Disposition:	Destroy immediately.
DispAuthNo:	NC1-084-78-05, item 5c Date Edited: 4/1/1999
B-09-002-30d	Application for Verification of Information from Immigration and Naturalization Service Records or memorandum of Creation of Lawful Permanent Residence (I-181)
Description:	d. In cases where applicant has failed to pursue application.
Disposition:	Destroy two years after appointment date or date 221(g) refusal letter sent if alien has not responded.
DispAuthNo:	NC1-084-78-05, item 5d Date Edited: 4/1/1999
B-09-002-31	Crew Lists, including Form I-418, Customs Forms 7505 and ICAO Manifest
Description:	
Disposition:	Destroy 1 year after completion of any clearance action with other posts
DispAuthNo:	II-NN-3330, item 19 Date Edited: 4/1/1999

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B-09-002-32 Immigrant Visa Number Control Sheet (FS-470)**Description:****Disposition:** Destroy when 2 years old.**DispAuthNo:** NC1-084-780-5, item 6 **Date Edited:** 4/1/1999**B-09-002-33 Quota Waiting List (FS-417)****Description:****Disposition:** Convert any pending names to OF-225b (FS-499) cards and destroy list.**DispAuthNo:** NC1-084-78-05, item 7 **Date Edited:** 4/1/1999**B-09-002-34 Reports of Non-Immigrant Visas Issued by Hand Stamp****Description:****Disposition:** Destroy when 1 year old.**DispAuthNo:** NN-171-172, item 9 **Date Edited:** 4/1/1999**B-09-002-35a Consular Cash Receipt and Records of Fees OF-223 - Consular Cash Receipt and Record of Fees Form (OF-233) (4 part); or paper tape roll (3 part)****Description:**

a. Applicant Copy. OF-233 - Original (white copy); or paper tape roll (top white copy).

Disposition: Give to applicant.**DispAuthNo:** N1-084-93-02, item 1a **Date Edited:** 4/1/1999**B-09-002-35b Consular Cash Receipt and Records of Fees OF-223 - Consular Cash Receipt and Record of Fees Form (OF-233) (4 part); or paper tape roll (3 part)****Description:**

b. Servicing Officer Copy (Consular Section). OF-233 - Duplicate (gold copy); or paper tape roll (first yellow copy).

Disposition: Destroy after 3 years.**DispAuthNo:** N1-084-93-02, item 1b **Date Edited:** 4/1/1999**B-09-002-35c Consular Cash Receipt and Records of Fees OF-223 - Consular Cash Receipt and Record of Fees Form (OF-233) (4 part); or paper tape roll (3 part)****Description:**

c. Disbursing Officer Copy (B and F). OF-233 - Triplicate (yellow copy); or paper tape roll (second yellow copy).

Disposition: Send to B and F. (See item 030420)**DispAuthNo:** N1-084-93-02, item 1c **Date Edited:** 4/1/1999

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B-09-002-37b(2) Counterfoils-Spoiled counterfoils and used counterfoil carrier sheets for the Machine Readable Visa System (MRV)**Description:** b. Used Counterfoil Carrier Sheets.

(2) Sheets or portions of sheets that have NO applicant data printed on them and that have all counterfoils removed.

Disposition: Dispose of through normal office wastebasket trash pickup.**DispAuthNo:** Non-Record**Date Edited:** 4/1/1999

B-09-002-38a(1) Immigrant Visa Applicant Control System - IVACS Reports**Description:** a. On-line electronic IVACS reports.

(1) Applicants not Subject to Numerical Limitations Eligible for Appointments, Report 45-A.

Disposition: Destroy when superseded, obsolete, or no longer needed.**DispAuthNo:** N1-084-93-11, item 1a**Date Edited:** 4/1/1999

B-09-002-38a(2) Immigrant Visa Applicant Control System - IVACS Reports**Description:** a. On-line electronic IVACS reports.

(2) Applicants Subject to Numerical Limitations Eligible for Appointments, Report 44-A.

Disposition: Destroy when superseded, obsolete, or no longer needed.**DispAuthNo:** N1-084-93-11, item 1a**Date Edited:** 4/1/1999

B-09-002-38a(3) Immigrant Visa Applicant Control System - IVACS Reports**Description:** a. On-line electronic IVACS reports.

(3) Appointment Schedule, Report 26-A.

Disposition: Destroy when superseded, obsolete, or no longer needed.**DispAuthNo:** N1-084-93-11, item 1a**Date Edited:** 4/1/1999

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B-09-002-38a(4) Immigrant Visa Applicant Control System - IVACS Reports

Description: a. On-line electronic IVACS reports.
(4) Qualified Applicants Transfer Errors Eligible for Appointments, Report 44-E.

Disposition: Destroy when superseded, obsolete, or no longer needed.

DispAuthNo: N1-084-93-11, item 1a **Date Edited:** 4/1/1999

B-09-002-38a(5) Immigrant Visa Applicant Control System - IVACS Reports

Description: a. On-line electronic IVACS reports.
(5) Scheduled Applicant Case Records, Report 24-E.

Disposition: Destroy when superseded, obsolete, or no longer needed.

DispAuthNo: N1-084-93-11, item 1a **Date Edited:** 4/1/1999

B-09-002-38b(01) Immigrant Visa Applicant Control System - IVACS Reports

Description: b. Off-line paper printouts of IVACS reports.
(1) Adjudicated Special Interest Cases, Report 46.

Disposition: Destroy when superseded, obsolete, or no longer needed.

DispAuthNo: N1-084-93-11, item 1b **Date Edited:** 4/1/1999

B-09-002-38b(02) Immigrant Visa Applicant Control System - IVACS Reports

Description: b. Off-line paper printouts of IVACS reports.
(2) Critical Fields Updated in Retrieve Case, Report 1.

Disposition: Destroy when superseded, obsolete, or no longer needed.

DispAuthNo: N1-084-93-11, item 1b **Date Edited:** 4/1/1999

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B-09-002-38b(07) Immigrant Visa Applicant Control System - IVACS Reports

Description: b. Off-line paper printouts of IVACS reports.
(7) IV Control Forms, Report 23.

Disposition: Destroy when superseded, obsolete, or no longer needed.

DispAuthNo: N1-084-93-11, item 1b **Date Edited:** 4/1/1999

B-09-002-38b(08) Immigrant Visa Applicant Control System - IVACS Reports

Description: b. Off-line paper printouts of IVACS reports.
(8) Limited Access Functions Completed, Report 3.

Disposition: Destroy when superseded, obsolete, or no longer needed.

DispAuthNo: N1-084-93-11, item 1b **Date Edited:** 4/1/1999

B-09-002-38b(09) Immigrant Visa Applicant Control System - IVACS Reports

Description: b. Off-line paper printouts of IVACS reports.
(9) Monthly Immigrant Visa Workload, Report 28.

Disposition: Destroy when superseded, obsolete, or no longer needed.

DispAuthNo: N1-084-93-11, item 1b **Date Edited:** 4/1/1999

B-09-002-38b(10) Immigrant Visa Applicant Control System - IVACS Reports

Description: b. Off-line paper printouts of IVACS reports.
(10) Monthly Report of Qualified Visa Applicants (FS-469), Report 20.

Disposition: Destroy when superseded, obsolete, or no longer needed.

DispAuthNo: N1-084-93-11, item 1b **Date Edited:** 4/1/1999

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B-09-002-38b(15) Immigrant Visa Applicant Control System - IVACS Reports

Description: b. Off-line paper printouts of IVACS reports.
(15) Potential Duplicate Case Records.

Disposition: Destroy when superseded, obsolete, or no longer needed.

DispAuthNo: N1-084-93-11, item 1b **Date Edited:** 4/1/1999

B-09-002-38b(16) Immigrant Visa Applicant Control System - IVACS Reports

Description: b. Off-line paper printouts of IVACS reports.
(16) Preference Applicants Reportable in (Month/Year) FS-469, Report 21.

Disposition: Destroy when superseded, obsolete, or no longer needed.

DispAuthNo: N1-084-93-11, item 1b **Date Edited:** 4/1/1999

B-09-002-38b(17) Immigrant Visa Applicant Control System - IVACS Reports

Description: b. Off-line paper printouts of IVACS reports.
(17) Qualified Applicants Transfer Errors Eligible for Appointments.

Disposition: Destroy when superseded, obsolete, or no longer needed.

DispAuthNo: N1-084-93-11, item 1b **Date Edited:** 4/1/1999

B-09-002-38b(18) Immigrant Visa Applicant Control System - IVACS Reports

Description: b. Off-line paper printouts of IVACS reports.
(18) Recalled Cases, Report 42.

Disposition: Destroy when superseded, obsolete, or no longer needed.

DispAuthNo: N1-084-93-11, item 1b **Date Edited:** 4/1/1999

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B-09-002-38b(19) Immigrant Visa Applicant Control System - IVACS Reports

Description: b. Off-line paper printouts of IVACS reports.
(19) Refused Applicants, Report 43.

Disposition: Destroy when superseded, obsolete, or no longer needed.

DispAuthNo: N1-084-93-11, item 1b **Date Edited:** 4/1/1999

B-09-002-38b(20) Immigrant Visa Applicant Control System - IVACS Reports

Description: b. Off-line paper printouts of IVACS reports.
(20) Returned Visa Authorizations, Report 22.

Disposition: Destroy when superseded, obsolete, or no longer needed.

DispAuthNo: N1-084-93-11, item 1b **Date Edited:** 4/1/1999

B-09-002-38b(21) Immigrant Visa Applicant Control System - IVACS Reports

Description: b. Off-line paper printouts of IVACS reports.
(21) Scheduled Applicant Case Records, Report 24.

Disposition: Destroy when superseded, obsolete, or no longer needed.

DispAuthNo: N1-084-93-11, item 1b **Date Edited:** 4/1/1999

B-09-002-38b(22) Immigrant Visa Applicant Control System - IVACS Reports

Description: b. Off-line paper printouts of IVACS reports.
(22) Summary of Case Purge (Unnumbered Report).

Disposition: Destroy when superseded, obsolete, or no longer needed.

DispAuthNo: N1-084-93-11, item 1b **Date Edited:** 4/1/1999

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B-09-002-38b(23) Immigrant Visa Applicant Control System - IVACS Reports

Description: b. Off-line paper printouts of IVACS reports.
(23) Packet 4-A: Begins Termination Process.

Disposition: Destroy when superseded, obsolete, or no longer needed.

DispAuthNo: N1-084-93-11, item 1b **Date Edited:** 4/1/1999

B-09-002-38b(24) Immigrant Visa Applicant Control System - IVACS Reports

Description: b. Off-line paper printouts of IVACS reports.
(24) Applicants not Subject to Numerical Limitations Eligible for Appointments, Report 45.

Disposition: Destroy when superseded, obsolete, or no longer needed.

DispAuthNo: N1-084-93-11, item 1b **Date Edited:** 4/1/1999

B-09-002-38b(25) Immigrant Visa Applicant Control System - IVACS Reports

Description: b. Off-line paper printouts of IVACS reports.
(25) Termination Letter 1, Report 65.

Disposition: Destroy when superseded, obsolete, or no longer needed.

DispAuthNo: N1-084-93-11, item 1b **Date Edited:** 4/1/1999

B-09-002-38b(26) Immigrant Visa Applicant Control System - IVACS Reports

Description: b. Off-line paper printouts of IVACS reports.
(26) Termination Letter 2, Report 69.

Disposition: Destroy when superseded, obsolete, or no longer needed.

DispAuthNo: N1-084-93-11, item 1b **Date Edited:** 4/1/1999

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B-09-002-38b(27) Immigrant Visa Applicant Control System - IVACS Reports

Description: b. Off-line paper printouts of IVACS reports.
(27) Termination Letters Send List/Letters, Report 25.

Disposition: Destroy when superseded, obsolete, or no longer needed.

DispAuthNo: N1-084-93-11, item 1b **Date Edited:** 4/1/1999

B-09-002-38b(28) Immigrant Visa Applicant Control System - IVACS Reports

Description: b. Off-line paper printouts of IVACS reports.
(28) Transfer Case Processing Error Summary.

Disposition: Destroy when superseded, obsolete, or no longer needed.

DispAuthNo: N1-084-93-11, item 1b **Date Edited:** 4/1/1999

B-09-002-38b(29) Immigrant Visa Applicant Control System - IVACS Reports

Description: b. Off-line paper printouts of IVACS reports.
(29) Transfer Case Process Summary, Report 71.

Disposition: Destroy when superseded, obsolete, or no longer needed.

DispAuthNo: N1-084-93-11, item 1b **Date Edited:** 4/1/1999

B-09-002-38b(30) Immigrant Visa Applicant Control System - IVACS Reports

Description: b. Off-line paper printouts of IVACS reports.
(30) Visa List, Report 51.

Disposition: Destroy when superseded, obsolete, or no longer needed.

DispAuthNo: N1-084-93-11, item 1b **Date Edited:** 4/1/1999

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B-09-002-38b(31) Immigrant Visa Applicant Control System - IVACS Reports

Description: b. Off-line paper printouts of IVACS reports.
(31) Applicants Reported on Visas Fraud Message, Report 27.

Disposition: Destroy when superseded, obsolete, or no longer needed.

DispAuthNo: N1-084-93-11, item 1b **Date Edited:** 4/1/1999

B-09-002-38b(32) Immigrant Visa Applicant Control System - IVACS Reports

Description: b. Off-line paper printouts of IVACS reports.
(32) Applicants Subject to Numerical Limitations Eligible for Appointments, Report 44.

Disposition: Destroy when superseded, obsolete, or no longer needed.

DispAuthNo: N1-084-93-11, item 1b **Date Edited:** 4/1/1999

B-09-002-38b(33) Immigrant Visa Applicant Control System - IVACS Reports

Description: b. Off-line paper printouts of IVACS reports.
(33) Applicants with Overcome/Waived Refusals, Report 47.

Disposition: Destroy when superseded, obsolete, or no longer needed.

DispAuthNo: N1-084-93-11, item 1b **Date Edited:** 4/1/1999

B-09-002-38b(34) Immigrant Visa Applicant Control System - IVACS Reports

Description: b. Off-line paper printouts of IVACS reports.
(34) Appointment Schedule, Report 26.

Disposition: Destroy when superseded, obsolete, or no longer needed.

DispAuthNo: N1-084-93-11, item 1b **Date Edited:** 4/1/1999

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B-09-002-38b(35) Immigrant Visa Applicant Control System - IVACS Reports

Description: b. Off-line paper printouts of IVACS reports.

(35) Cases Deleted by Split Delete, Report 2.

Disposition: Destroy when superseded, obsolete, or no longer needed.

DispAuthNo: N1-084-93-11, item 1b

Date Edited: 4/1/1999

B-09-002-38b(36) Immigrant Visa Applicant Control System - IVACS Reports

Description: b. Off-line paper printouts of IVACS reports.

(36) Cases Entered By ETC and ENC, Report 4.

Disposition: Destroy when superseded, obsolete, or no longer needed.

DispAuthNo: N1-084-93-11, item 1b

Date Edited: 4/1/1999

B-09-002-39a Non-Immigrant Visa Computer - Assisted Processing System - NIVCAP Reports - Covers both electronic log files, data, and reports (on-line and off-line) and non-electronic paper log files, data, and reports locally created dealing with NIVCAP

Description: a. On-line electronic reports.

Disposition: After 1 year, archive a copy of log files, data, and reports onto a disk, tape, CD, or other electronic media (to allow records to be used in future fraud investigations). Verify copy, then destroy/delete on-line reports.

DispAuthNo: N1-084-93-14, item 1a

Date Edited: 4/1/1999

B-09-002-39b(1) Non-Immigrant Visa Computer - Assisted Processing System - NIVCAP Reports - Covers both electronic log files, data, and reports (on-line and off-line) and non-electronic paper log files, data, and reports locally created dealing with NIVCAP

Description: b. Locally created paper logs, logbooks, log files, data, and reports; 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 which of the following time periods is best for post to destroy or retire the information.

(1) No fraud problem.

Disposition: Destroy when 1 year old.

DispAuthNo: N1-084-93-14, item 1b(1)(a)

Date Edited: 4/1/1999

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B-09-002-39b(2)	Non-Immigrant Visa Computer - Assisted Processing System - NIVCAP Reports - Covers both electronic log files, data, and reports (on-line and off-line) and non-electronic paper log files, data, and reports locally created dealing with NIVCAP
Description:	b. Locally created paper logs, logbooks, log files, data, and reports; 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 which of the following time periods is best for post to destroy or retire the information. (2) Low degree of fraud.
Disposition:	Destroy when 3 years old.
DispAuthNo:	N1-084-93-14, item 1b(1)(b) Date Edited: 4/1/1999
B-09-002-39b(3)	Non-Immigrant Visa Computer - Assisted Processing System - NIVCAP Report - Covers both electronic log files, data, and reports (on-line and off-line) and non-electronic paper log files, data, and reports locally created dealing with NIVCAP
Description:	b. Locally created paper logs, logbooks, log files, data, and reports; 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 which of the following time periods is best for post to destroy or retire the information. (3) Medium degree of fraud.
Disposition:	Retire to the RSC when 3 years old. Destroy when 10 years old.
DispAuthNo:	N1-084-93-14, item 2a Date Edited: 4/1/1999
B-09-002-39b(4)	Non-Immigrant Visa Computer - Assisted Processing System - NIVCAP Reports - Covers both electronic log files, data, and reports (on-line and off-line) and non-electronic paper log files, data, and reports locally created dealing with NIVCAP
Description:	b. Locally created paper logs, logbooks, log files, data, and reports; 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 which of the following time periods is best for post to destroy or retire the information. (4) High degree of fraud.
Disposition:	Destroy when 20 years old.
DispAuthNo:	N1-084-93-14, item 2b Date Edited: 4/1/1999

U.S. Department of State Records Schedule**Chapter 09: Consular Records (also see A 14 Visa Records)**

B-09-002-39c **Non-Immigrant Visa Computer - Assisted Processing System - NIVCAP Reports - Covers both electronic log files, data, and reports (on-line and off-line) and non-electronic paper log files, data, and reports locally created dealing with NIVCAP**

Description: 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 (to allow records to be used in future fraud investigations). Verify copy, then destroy paper printouts immediately.

DispAuthNo: N1-084-93-14, item 1c **Date Edited:** 4/1/1999

B-09-002-40a **Diversity Visa Applicant Control System (DVACS)**

Description: This on-line tracking and case management system maintains a data base of immigrant visa applicants who have applied for entry into the United States under the Diversity Visa Program.

a. Master On-Line File.

Disposition: Destroy when active use ceases.

DispAuthNo: N1-084-97-04, item 1a **Date Edited:** 4/1/1999

B-09-002-40b **Diversity Visa Applicant Control System (DVACS)**

Description: This on-line tracking and case management system maintains a data base of immigrant visa applicants who have applied for entry into the United States under the Diversity Visa Program.

b. Off-Line paper printouts of Immigrant Visa Workload Monthly Report (OF-186).

Disposition: Destroy when 2 years old.

DispAuthNo: N1-084-97-04, item 1b **Date Edited:** 4/1/1999

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Chapter 09: Consular Records (also see A 14 Visa Records)

American Citizens Services

B-09-003-01-05 **Reserved for future use.**

Description:

Disposition:

DispAuthNo: Reserved **Date Edited:** 9/7/2010

B-09-003-06a **Property Claims Case Files - Correspondence regarding the protection of property and other interests of American citizens abroad**

Description: a. Private trade complaints.

Disposition: Destroy 90 days after last action.

DispAuthNo: NC1-084-78-09, item 6a **Date Edited:** 4/1/1999

B-09-003-06b **Property Claims Case Files - Correspondence regarding the protection of property and other interests of American citizens abroad**

Description: b. Inquiries regarding the procedures for instituting claims.

Disposition: Destroy 90 days after last action.

DispAuthNo: NC1-084-78-09, item 6b **Date Edited:** 4/1/1999

B-09-003-06c **Property Claims Case Files - Correspondence regarding the protection of property and other interests of American citizens abroad**

Description: c. Claims actions involving foreign government restitution or compensation.

Disposition: Destroy 1 year after the case is closed.

DispAuthNo: NC1-084-78-09, item 6c **Date Edited:** 4/1/1999

B-09-003-07 **Death and Estate Case Files**

Description: Communications pertaining to the death of an American citizen abroad. Includes copies of Report of Death of an American Citizen (Form DS-2060), Consular Mortuary Certificate, Death Certificate, Inventory of Effects, Statement of Account, vouchers. RECORD COPIES ARE MAINTAINED IN THE DEPARTMENT.

Disposition: Destroy 3 years after the case is closed.

DispAuthNo: NC1-084-78-09, item 7 **Date Edited:** 4/1/1999

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Chapter 09: Consular Records (also see A 14 Visa Records)

B-09-003-08 Notary Services Case Files

Description: Records of notary services performed by Consular Officers abroad. Includes authenticating documents and administering oaths.

Disposition: Destroy 90 days after last action.

DispAuthNo: NC1-084-78-09, item 8 **Date Edited:** 4/1/1999

B-09-003-09 Judicial Services Case Files

Description: Correspondence pertaining to inquiries and assistance rendered in connection with private and governmental legal proceedings. Consists of memos, court documents, correspondence and other records connected with civil proceedings pending in the host country or the United States.

Disposition: Destroy 1 year after the case is closed.

DispAuthNo: NC1-084-78-09, item 9 **Date Edited:** 4/1/1999

B-09-003-10 Trials of U.S. Servicemen

Description: Case files relating to trials of U.S. Servicemen, members of the civilian component, and their dependents subject to military law by courts in foreign countries. Included are copies of authenticated documents, trial observer reports and related communications with the military, host government and the Department.

Disposition: Destroy 1 year after the case is closed.

DispAuthNo: NC1-084-78-09, item 10 **Date Edited:** 4/1/1999

B-09-003-11 Cases Pertaining to Fraudulent Schemes and Swindlers

Description: Records of inquiries or complaints pertaining to fraudulent schemes and swindlers, including cases of encasement of U.S. Government checks, whereabouts of suspected smugglers and confidence men, and the whereabouts of persons owing money to hotels and others.

Disposition: Destroy 1 year after the case is closed.

DispAuthNo: NC1-084-78-09, item 11 **Date Edited:** 4/1/1999

B-09-003-12 Lists of Local Attorneys

Description: Correspondence and transmittal letters relating to the preparation of lists of local attorneys.

Disposition: Destroy after submission of new list.

DispAuthNo: NC1-084-78-09, item 12 **Date Edited:** 4/1/1999

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B-09-003-13	Automobile Registration and Issuance of License Plates
Description:	Correspondence regarding registration of automobiles and the issuance of license plates for vehicles owned by American citizens abroad.
Disposition:	Destroy when 1 year old.
DispAuthNo:	NC1-084-78-09, item 13 Date Edited: 4/1/1999
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B-09-003-14	Federal Benefits and Services Case Files
Description:	Communications to and from the Social Security Administration and other Government agencies (except the Veterans Administration), private individuals, and local government officials concerning checks, physical examinations and other matters pertaining to persons applying for or receiving Federal benefits and services from the U.S. Government. Includes copies of transmittal letters covering forms, reports and other items sent to or received from Federal agencies of the United States.
Disposition:	Destroy 1 year after the case is closed.
DispAuthNo:	NC1-084-78-09, item 14 Date Edited: 4/1/1999
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B-09-003-15	Requests of Government Agencies for Miscellaneous Facilitative Services
Description:	Communications with U.S. Government agencies regarding requests for facilitative services, including distribution of forms, procurement of samples of foreign products and foreign government publications, forwarding checks to and from Americans, obtaining addresses of pensioners and firms, and transmitting messages to their personnel overseas.
Disposition:	Destroy 90 days after last action.
DispAuthNo:	NC1-084-78-09, item 15 Date Edited: 4/1/1999
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B-09-003-16a	Veterans Case Files
Description:	Includes correspondence with the Veterans Administration pertaining to the problems and claims of individual veterans. a. Transmittal of copies of correspondence and Veterans Administration forms and instructions to overseas posts having jurisdiction over the area in which the veteran concerned resides. IMPORTANT: DO NOT destroy records of a general policy or procedural nature pertaining to relationship with the Veterans Administration or documents and/or forms filled out by veterans and transmitted to the Veterans Administration through Department of State channels.
Disposition:	Destroy 1 year after the case is closed.
DispAuthNo:	NC1-084-78-09, item 16 Date Edited: 4/1/1999

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Chapter 09: Consular Records (also see A 14 Visa Records)

B-09-003-16b **Veterans Case Files**

Description: Includes correspondence with the Veterans Administration pertaining to the problems and claims of individual veterans.

b. Telegrams and other types of communications from the posts to the Department providing the information requested by the Veterans Administration, and submitting the necessary citizenship documents and other forms filled out by the veteran concerned, his relatives, legal guardian or attorney. **IMPORTANT: DO NOT** destroy records of a general policy or procedural nature pertaining to relationship with the Veterans Administration or documents and/or forms filled out by veterans and transmitted to the Veterans Administration through Department of State channels.

Disposition: Destroy 1 year after the case is closed.

DispAuthNo: NC1-084-78-09, item 16 **Date Edited:** 4/1/1999

B-09-003-16c **Veterans Case Files**

Description: Includes correspondence with the Veterans Administration pertaining to the problems and claims of individual veterans.

c. Correspondence and transmittal letters regarding the disbursement of funds by the post disbursing officer to veterans on behalf of the Veterans Administration. **IMPORTANT: DO NOT** destroy records of a general policy or procedural nature pertaining to relationship with the Veterans Administration or documents and/or forms filled out by veterans and transmitted to the Veterans Administration through Department of State channels.

Disposition: Destroy 1 year after the case is closed.

DispAuthNo: NC1-084-78-09, item 16 **Date Edited:** 4/1/1999

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B-09-003-16d **Veterans Case Files**

Description: Includes correspondence with the Veterans Administration pertaining to the problems and claims of individual veterans.

d. Memoranda from diplomatic and consular representatives of other nations in the United States to the Department requesting assistance on behalf of foreign nationals claiming benefits as relatives of United States veterans and replies thereto, usually transmitting copies of correspondence from the Veterans Administration relating to the particular case. IMPORTANT: DO NOT destroy records of a general policy or procedural nature pertaining to relationship with the Veterans Administration or documents and/or forms filled out by veterans and transmitted to the Veterans Administration through Department of State channels.

Disposition: Destroy 1 year after the case is closed.

DispAuthNo: NC1-084-78-09, item 16 **Date Edited:** 4/1/1999

B-09-003-17 **Selective Service Case Files**

Description: Records relating to the registration of American citizens abroad under the Universal Military Training and Service Act, when it is in effect. Includes communications, copies of forms and other papers regarding registration requirements and procedures, physical examinations, inductions, and requests for the transmittal of forms for the Selective Service System.

Disposition: Destroy 1 year after the registrant 26th birthday.

DispAuthNo: NC1-084-78-09, item 17 **Date Edited:** 4/1/1999

B-09-003-18a **Shipping and Seamen Files**

Description: a. Shipping Articles (Forms CG-705 and CG-705a), Certified Crew Lists (Form 1-418), and Amendments to Shipping Articles and Certified Crew Lists, including the Seaman Action Certificate (Form FS-463).

Disposition: Destroy when 1 year old.

DispAuthNo: NC1-084-78-09, item 18 **Date Edited:** 4/1/1999

B-09-003-18b **Shipping and Seamen Files**

Description: b. Documentation pertaining to Ship Papers, including: Receipts for Ship Papers, Withholding of Ship Papers, Reports on Ship Papers Left at Post, and Reports on Failure to Deposit Ship Papers.

Disposition: Destroy when 1 year old.

DispAuthNo: NC1-084-78-09, item 18 **Date Edited:** 4/1/1999

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B-09-003-18c **Shipping and Seamen Files**
Description: c. Register of Shipping and Seamen including: Form FS-281a, Journal of American Ships, Form FS-281b, Recapitulation, and Form FS-281c, Index.
Disposition: Destroy when 1 year old.
DispAuthNo: NC1-084-78-09, item 18 **Date Edited:** 4/1/1999

B-09-003-18d **Shipping and Seamen Files**
Description: d. Reports of Violations of the International Load Line Convention of 1948.
Disposition: Destroy when 1 year old.
DispAuthNo: NC1-084-78-09, item 18 **Date Edited:** 4/1/1999

B-09-003-18e **Shipping and Seamen Files**
Description: e. Marine Notes of Protest (Form FS-281d).
Disposition: Destroy when 1 year old.
DispAuthNo: NC1-084-78-09, item 18 **Date Edited:** 4/1/1999

B-09-003-18f **Shipping and Seamen Files**
Description: f. U.S. Merchant Seamen Allotment Note (Form CG-722).
Disposition: Destroy when 1 year old.
DispAuthNo: NC1-084-78-09, item 18 **Date Edited:** 4/1/1999

B-09-003-18g **Shipping and Seamen Files**
Description: g. Documents pertaining to the Appointment of a New Master and Reports on the Removal of a Master when Consular Officers assist.
Disposition: Destroy when 1 year old.
DispAuthNo: NC1-084-78-09, item 18 **Date Edited:** 4/1/1999

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B-09-003-18h	Shipping and Seamen Files
Description:	h. Reports on Cruel or Unusual Treatment to Seamen Resulting in Alleged Desertions, and Reports on Desertions.
Disposition:	Destroy when 1 year old.
DispAuthNo:	NC1-084-78-09, item 18
	Date Edited: 4/1/1999
B-09-003-18i	Shipping and Seamen Files
Description:	i. Payroll Records, including Forms FS-164 and FS-164a, and documentation of Doubtful Cases of Extra Wages.
Disposition:	Destroy when 1 year old.
DispAuthNo:	NC1-084-78-09, item 18
	Date Edited: 4/1/1999
B-09-003-18j	Shipping and Seamen Files
Description:	j. Certificates of Discharge, including Forms CG-718a, Certificate of Discharge, and CG-718e, Record of Entry in Continuous Discharge Book.
Disposition:	Destroy when 1 year old.
DispAuthNo:	NC1-084-78-09, item 18
	Date Edited: 4/1/1999
B-09-003-18k	Shipping and Seamen Files
Description:	k. Reports on Serious Crimes or Misdemeanors committed by seamen on U.S. vessels on the high seas or at foreign ports, or by American seamen ashore in foreign ports; and Reports on Protests Made Against Foreign Government Intervention in jurisdiction over such cases.
Disposition:	Destroy when 1 year old.
DispAuthNo:	NC1-084-78-09, item 18
	Date Edited: 4/1/1999
B-09-003-18l	Shipping and Seamen Files
Description:	l. Reports of Illegal Discharge of Seamen.
Disposition:	Destroy when 1 year old.
DispAuthNo:	NC1-084-78-09, item 18
	Date Edited: 4/1/1999

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B-09-003-18m **Shipping and Seamen Files**
Description: m. Obligations to Carry Destitute Seamen, including Forms FS-24 and FS-24a; and Documentation of Charges for Transporting Seamen, including Form FS-84.
Disposition: Destroy when 1 year old.
DispAuthNo: NC1-084-78-09, item 18 **Date Edited:** 4/1/1999

B-09-003-18n **Shipping and Seamen Files**
Description: n. Receipts for Effects of a Deceased Seaman, including Form FS-85.
Disposition: Destroy when 1 year old.
DispAuthNo: NC1-084-78-09, item 18 **Date Edited:** 4/1/1999

B-09-003-18o **Shipping and Seamen Files**
Description: o. Reports on Ship Disasters.
Disposition: Destroy when 1 year old.
DispAuthNo: NC1-084-78-09, item 18 **Date Edited:** 4/1/1999

B-09-003-18p **Shipping and Seamen Files**
Description: p. Reports on Salvage Cases.
Disposition: Destroy when 1 year old.
DispAuthNo: NC1-084-78-09, item 18 **Date Edited:** 4/1/1999

B-09-003-18q **Shipping and Seamen Files**
Description: q. Reports on Rescues of American seamen and citizens from shipwrecks or other catastrophes at sea; and Accounting for Cash Awards in acknowledgement of rescues, including Forms FS-170 and FS-170a.
Disposition: Destroy when 1 year old.
DispAuthNo: NC1-084-78-09, item 18 **Date Edited:** 4/1/1999

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Chapter 09: Consular Records (also see A 14 Visa Records)

B-09-003- Shipping and Seamen Files

Description: r. Records pertaining to the purchase, transfer, or sale of U.S. vessels abroad, including copies of the Provisional Certificate of Registry (Customs Form 1266- A), the Certificate of American Ownership, and the Approval of Maritime Administration for Sale of American Vessels Abroad (Maritime Form MA-29), and related documents.

Disposition: Destroy when 1 year old.

DispAuthNo: NC1-084-78-09, item 18 **Date Edited:** 4/1/1999

B-09-003-19 Extradition Case Files

Description: Consist of copies of communications with the Department and representatives of foreign governments regarding the extradition of persons to and from the United States.

Disposition: Periodically, provide list of case files on which post action is completed to the Department Attn: L/LEI. L/LEI will review list and will advise: A) Forward to L/LEI; or B) Destroy. NOTE: If no response, destroy extradition case files 1 year from completion of post action.

DispAuthNo: N1-084-96-02, item 1 **Date Edited:** 4/1/1999

B-09-003-20 American Citizens Services Precedent Case Files

Description: Copies of key documents from American Citizens Services cases retained to provide background and reference information in future cases of a similar nature. Filed by type of case or incident. Do not retain entire American Citizens Services cases files.

Disposition: Destroy when no longer needed.

DispAuthNo: N1-084-93-04, item 1 **Date Edited:** 4/1/1999

B-09-003-21 Letter Rogatory Case Files

Description: Consisting of copies of letters rogatory or letters of request, affidavits, attorney documents, authentications, certifications, declarations and reservations to conventions, depositions, diplomatic notes, fees and services costs, interrogatories, money orders, names and addresses, notices, notes, oaths, prosecutor documents, requester letters, telegrams, translations, statements dealing with written requests, from a court in one country to a court in another country, for assistance in obtaining depositions and records.

Disposition: Destroy one year after the original letter rogatory has been returned to requester.

DispAuthNo: N1-084-93-03, item 1 **Date Edited:** 4/1/1999

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B-09-003-22 Child Custody Case Files

Description: Consists of correspondence and other records pertaining to requests from a distressed parent for assistance in locating child(ren) taken by the other parent, information on available courses of action, monitoring a child's welfare, general information on child custody laws and procedures in the host country.

Disposition: Destroy 5 years after the case is closed.

DispAuthNo: N1-084-91-02, item 5

Date Edited: 4/1/1999

Record Books

B-09-004-01 Miscellaneous Record Books

Description: Miscellaneous Record Books contain recorded information on the following subjects: chronological historical sketches of important political, economic, or other events in the district; names and dates of the marriages of American citizens; dates when post was established or status changed; and dates foreign government interests were assumed. Local customs or procedures for ceremonies, making calls, extraditions, and recording of documents; list of notaries public, contracts, and holidays; posting of quarantine regulations; and post inspections. NOTE: The Miscellaneous Record Book was one of several large hard cover record books in which posts recorded specific information required by Executive Order. Today, posts are no longer required to record any information in these record books but the books are used for historical reference purposes. Because many of the books are over a half century old, the books are to be retired to RSC for permanent preservation. A DS-693B is to accompany the record books. Posts should make copies of any pages containing information they wish to retain at post. It is suggested that these copies be placed in a folder entitled "Miscellaneous Record Book".

Disposition: Retire to the RSC for immediate transfer to the National Archives.

DispAuthNo: N1-084-96-01, item 1

Date Edited: 4/1/1999

B-09-004-02 Other Record Books - Record books on Americans covering consular activities and services, historical information, immigration, registration, seamen, shipping, vessels, and other related subjects.

Description: Other record books include but are not limited to the following:

Records Of American Seamen Relieved,
Records Of Immigration Registration And Waiting Lists,
Records Of Official Services To American Vessels And Seamen, and
Registers Of Shipping And Seamen.

Disposition: Retire to the RSC for immediate transfer to the National Archives.

DispAuthNo: N1-084-96-01, item 2

Date Edited: 4/1/1999
