

---

---

## U.S. Department of State Records Schedule

---

### Chapter 35: Consular Affairs

---

---

#### Office of Public Affairs & Policy Coordination

**A-35-002-01 Press Guidance Files**

**Description:** Documents generated and submitted to the Bureau of Public Affairs (PA) for use at daily press briefings. Records provide an update of on-going issues dealing with immigration between the US and various countries. Files document passport and visa activities regarding American citizens.

**Disposition:** Block files by calendar year. Destroy when 3 years old or sooner if no longer needed for current operations.

**DispAuthNo:** N1-59-96-1, item 1 **Date Edited:** 4/1/1999

---

**A-35-002-02 Public Speaking Files**

**Description:** Letters from private organizations requesting Department officials to address consul-related topics at seminars, conferences, etc. Included are memorandums, publications, press clippings, telegrams and other related correspondence on the acceptance or denial of engagement.

**Disposition:** Block files by calendar year. Retain block in the office 1 year, then destroy.

**DispAuthNo:** N1-59-96-1, item 2 **Date Edited:** 4/1/1999

---

**A-35-002-03 General Correspondence from the Public**

**Description:** Requests for publications and letters addressed to the Assistant Secretary from the general public that provide comments regarding consular matters.

**Disposition:** Destroy when 3 months old.

**DispAuthNo:** N1-59-96-1, item 3 **Date Edited:** 4/1/1999

---

**A-35-002-04 Country Files**

**Description:** Arranged alphabetically by name of country. Duplicate copies of telegrams, newspaper articles, background notes, post correspondence and other related materials. Documents activities and issues related to consular matters regarding American citizens in a specific country.

**Disposition:** Block files by calendar year. Destroy when 1 year old.

**DispAuthNo:** N1-59-96-1, item 4 **Date Edited:** 4/1/1999

---

**A-35-002-05 News Media Files**

**Description:** Memorandums submitted to the Bureau of Public Affairs requesting acceptance or denial for news media interviews. Included are recommendation papers stating why the Department should accept or deny the request.

**Disposition:** Block files by calendar year. Retain block in office for 1 year, then destroy.

**DispAuthNo:** N1-59-96-1, item 5 **Date Edited:** 4/1/1999

---

## U.S. Department of State Records Schedule

### Chapter 35: Consular Affairs

---

|                     |   |                     |          |
|---------------------|---|---------------------|----------|
| <b>A-35-002-06</b>  | <b>Subject Files</b>  |                     |          |
| <b>Description:</b> | Arranged alphabetically by subject. Copies of press articles, telegrams, background notes, public inquiries, reports, White House statements and other documents on visas and passport matters. |                     |          |
| <b>Disposition:</b> | Block files by calendar year. Destroy when 1 year old.  |                     |          |
| <b>DispAuthNo:</b>  | N1-59-96-1, item 6  | <b>Date Edited:</b> | 4/1/1999 |

---

|                     |   |                     |          |
|---------------------|---|---------------------|----------|
| <b>A-35-002-07a</b> | <b>Publication Files-Publications issued by the Bureau of Consular Affairs to inform the public and "in-house" publications such as Consular Update</b> |                     |          |
| <b>Description:</b> | a. Master File.   |                     |          |
| <b>Disposition:</b> | Permanent. Transfer to the RSC when 3 years old for transfer to the WNRC. Transfer to the National Archives when 30 years old.                          |                     |          |
| <b>DispAuthNo:</b>  | N1-59-96-1, item 7a   | <b>Date Edited:</b> | 4/1/1999 |

---

|                     |   |                     |          |
|---------------------|---|---------------------|----------|
| <b>A-35-002-07b</b> | <b>Publication Files-Publications issued by the Bureau of Consular Affairs to inform the public and "in-house" publications such as Consular Update</b> |                     |          |
| <b>Description:</b> | b. All other copies.  |                     |          |
| <b>Disposition:</b> | Destroy when 1 year old.  |                     |          |
| <b>DispAuthNo:</b>  | N1-59-96-1, item 7b   | <b>Date Edited:</b> | 4/1/1999 |

---

|                     |   |                     |          |
|---------------------|---|---------------------|----------|
| <b>A-35-002-08</b>  | <b>Policy and Legislative Files</b>   |                     |          |
| <b>Description:</b> | Memoranda, transcripts, testimonies, questions and answers submitted to the Bureau of Consular Affairs requesting input to legislation pertaining to consular activities. These records contain significant documentation relating to the coordination and implementation of visa and passport policy, Congressional relations, and the development of related legislation. |                     |          |
| <b>Disposition:</b> | Permanent. Transfer to the RSC when 3 years old for transfer to the WNRC. Transfer to the National Archives when 30 years old.  |                     |          |
| <b>DispAuthNo:</b>  | N1-59-96-1, item 8  | <b>Date Edited:</b> | 4/1/1999 |

---

|                     |  |                     |          |
|---------------------|--|---------------------|----------|
| <b>A-35-002-09</b>  | <b>Travel Advisory/Travel Warning Files</b>  |                     |          |
| <b>Description:</b> | Advisories and warnings made by CA to alert the public to safety issues relating to travel in foreign countries.               |                     |          |
| <b>Disposition:</b> | Permanent. Transfer to the RSC when 3 years old for transfer to the WNRC. Transfer to the National Archives when 30 years old. |                     |          |
| <b>DispAuthNo:</b>  | N1-59-96-1, item 9   | <b>Date Edited:</b> | 4/1/1999 |

---

## U.S. Department of State Records Schedule

### Chapter 35: Consular Affairs

|                        |   |                     |           |
|------------------------|---|---------------------|-----------|
| <b>A-35-002-10</b>     | <b>Consular Information Sheets</b>  |                     |           |
| <b>Description:</b>    | Information sheets on various countries issued for the information of US citizens traveling abroad.   |                     |           |
| <b>Disposition:</b>    | Destroy when 1 year old.  |                     |           |
| <b>DispAuthNo:</b>     | N1-59-96-1, item 10   | <b>Date Edited:</b> | 4/1/1999  |
| <b>A-35-002-11</b>     | <b>Consular Affairs Press Clips</b>   |                     |           |
| <b>Description:</b>    | Facsimile "publication" of newspaper and magazine articles about consular affairs matters.  |                     |           |
| <b>Disposition:</b>    | Destroy when 1 year old.  |                     |           |
| <b>DispAuthNo:</b>     | N1-59-96-1, item 11   | <b>Date Edited:</b> | 4/1/1999  |
| <b>A-35-002-12a(1)</b> | <b>Public Service Announcement Files.</b>   |                     |           |
| <b>Description:</b>    | <p>A collection of broadcast Public Service Announcements (PSA) dating from 1976 to present which are in electronic media, audiotape, and video. Two of the announcements are on phonograph type recordings. Some PSAs were prepared in both broadcast formats and others were in just a single format. All of the PSAs were prepared by the Consular Affairs staff for use by domestic broadcasters to inform overseas travelers. Some were also produced in a foreign language version., which was distributed to foreign language and ethnic broadcasters.</p> <p>a. PSA Files.</p> <p>(1) Scripts, distribution lists, and other supporting information related to each PSA produced. Filed by title.</p> |                     |           |
| <b>Disposition:</b>    | TEMPORARY: Retain 4 years then destroy.   |                     |           |
| <b>DispAuthNo:</b>     | N1-59-01-13, item a1  | <b>Date Edited:</b> | 10/4/2001 |
| <b>A-35-002-12a(2)</b> | <b>Public Service Announcement Files.</b>   |                     |           |
| <b>Description:</b>    | a. (2) Electronic version of records created by electronic mail and word processing applications.   |                     |           |
| <b>Disposition:</b>    | TEMPORARY: Delete after recordkeeping copy has been produced.   |                     |           |
| <b>DispAuthNo:</b>     | N1-59-01-13, item a2  | <b>Date Edited:</b> | 10/4/2001 |

---

**U.S. Department of State Records Schedule**

---

**Chapter 35: Consular Affairs**

---

---

**A-35-002-12b****Public Service Announcement Files.****Description:**

b. Broadcast tapes of Public Service Announcements produced by CA and distributed to domestic broadcasters to provide to the public routine procedures, practices, and guidance related to travel abroad. All of the PSAs are in their original broadcast media (audio and video format).

**Disposition:**

TEMPORARY: Retain for 4 years, then destroy.

**DispAuthNo:**

N1-59-01-13, item b

**Date Edited:**

10/4/2001

---

---

## U.S. Department of State Records Schedule

---

### Chapter 35: Consular Affairs

---

---

#### Office of Fraud Prevention Programs

**A-35-003-01**      **Director and Deputy Director's Files - Arranged by subject, country and chronologically**

**Description:** Correspondence, telegrams, airgrams, memoranda, intelligence reports, position papers and other documentation received or sent by the Director or Deputy Director, pertaining to the formulation, coordination, and development of policies and practices relating to passport, visa, Federal benefits and other Consular services anti-fraud programs.

**Disposition:** Permanent. Cut-off in 1 year blocks. Retire to the RSC when 5 years old for transfer to the WNRC. Transfer to the National Archives when 30 years old.

**DispAuthNo:** N1-59-94-10, item 1                      **Date Edited:** 4/1/1999

---

**A-35-003-02**      **Subject Files - Arranged by more specific topic under broad topical headings.**

**Description:** Memorandums, reports, alert bulletins, telegrams, airgrams, reports and studies, correspondence, policy and position papers, briefing papers, and other material relating to the overall history and operation of programs designed to combat fraud involving U.S. passports, visas, Federal benefits and other identity documents.

**Disposition:** Permanent. Cut-off in 1 year blocks. Retire to the RSC when 5 years old for transfer to the WNRC. Transfer to the National Archives when 30 years old.

**DispAuthNo:** N1-59-94-10, item 2                      **Date Edited:** 4/1/1999

---

**A-35-003-03**      **Country Files - Arranged alphabetically by name of country.**

**Description:** Telegrams, memorandums, facsimile transmissions, and other material relating to general information, passports, and visas for each country.

**Disposition:** Cut-off in 1 year blocks. Retire to RSC when 5 years old for transfer to the WNRC. Destroy when 15 years old.

**DispAuthNo:** N1-59-94-10, item 3                      **Date Edited:** 4/1/1999

---

**A-35-003-04**      **Monthly Fraud Reports - Arranged chronologically**

**Description:** Monthly reports on fraud submitted by passport agencies. In some cases, the reports are accompanied by enclosures and attachments.

**Disposition:** Permanent. Cut-off in 1 year blocks. Retire to the RSC when 5 years old for transfer to the WNRC. Transfer to the National Archives when 30 years old.

**DispAuthNo:** N1-59-94-10, item 4                      **Date Edited:** 4/1/1999

---

## U.S. Department of State Records Schedule

### Chapter 35: Consular Affairs

---

|                     |  |
|---------------------|--|
| <b>A-35-003-05</b>  | <b>Fraud Case Files - Arranged by case name</b>  |
| <b>Description:</b> | Case files containing original and copies of documents establishing identity, such as: passport applications; applications for Amendment of Extension of Passport; DS-1589, Passport Lookout forms; DSP-71, Affidavit of Identifying Witness; reports of Birth of American Citizens Abroad; Birth Certificates; Social Security Cards; State Drivers License; Certificates of Witness to Marriage. Files also include correspondence, telegrams, airgrams, memoranda, intelligence reports, and other documentation received or sent by CA/FPP pertaining to individual cases. |
| <b>Disposition:</b> | Transfer to CA/PPT/PS/R immediately after case is closed.  |
| <b>DispAuthNo:</b>  | N1-59-94-10, item 5  |
| <b>Date Edited:</b> | 4/1/1999   |
| <hr/>               |  |
| <b>A-35-003-06</b>  | <b>Chronological Files - Arranged by month and year</b>  |
| <b>Description:</b> | Duplicate copies of communications, such as telegrams, airgrams, letters and reports maintained in chronological order by month and used for reference purposes only. The official record copy of the communication is filed elsewhere by subject or case.   |
| <b>Disposition:</b> | Destroy when 1 year old or when no longer needed, whichever is sooner.   |
| <b>DispAuthNo:</b>  | N1-59-94-10, item 6  |
| <b>Date Edited:</b> | 4/1/1999   |
| <hr/>               |  |
| <b>A-35-003-07</b>  | <b>Fraud Database</b>  |
| <b>Description:</b> | An on-line electronic information system arranged by last name containing data extracted from case files on individuals suspected of document fraud. Data includes last and first name, date and place of birth and other information related to the case, and is used by CA/FPP to track the life-cycle of each case.   |
| <b>Disposition:</b> | Delete when active agency use ceases.  |
| <b>DispAuthNo:</b>  | N1-59-94-10, item 7  |
| <b>Date Edited:</b> | 4/1/1999   |
| <hr/>               |  |
| <b>A-35-003-08</b>  | <b>Training Program Files - Arranged by subject</b>  |
| <b>Description:</b> | Documentation pertaining to the creation and operation of the CA/FPP document fraud detection training program. Files include intra and inter-agency correspondence such as memoranda, telegrams, letters, policy and position papers, studies, trip reports, and other material reflecting activities of the training program section. Files exclude routine administrative records covering the production of print and audio-visual materials for courses or the actual materials.  |
| <b>Disposition:</b> | Cut-off in 1 year blocks. Destroy when 10 years old.   |
| <b>DispAuthNo:</b>  | N1-59-94-10, item 8  |
| <b>Date Edited:</b> | 4/1/1999   |

---

---

## U.S. Department of State Records Schedule

---

### Chapter 35: Consular Affairs

---

---

|                     |  |
|---------------------|--|
| <b>A-35-003-09</b>  | <b>Training Production Files - Arranged by subject, country, state and case</b>  |
| <b>Description:</b> | Documentation pertaining to the origin, development, acquisition, use and ownership of the CA/FPP training materials. Records include routine administrative records such as memos, letters, standard forms, sample identity papers, course production materials such as course syllabi, schedules, hand-outs, instructor's notes and related material.  |
| <b>Disposition:</b> | Cut-off in 1 year blocks. Destroy when 10 years old.   |
| <b>DispAuthNo:</b>  | N1-59-94-10, item 9  |
| <b>Date Edited:</b> | 4/1/1999   |
| <b>A-35-003-10</b>  | <b>Training Materials - Arranged within files and as a collection on shelf</b>   |
| <b>Description:</b> | Audio-visual materials created internally and procured externally which are used to train Consular Officers and other Federal agency personnel in fraud detection techniques. Materials include U.S. and foreign passports, birth and marriage certificates, drivers licenses, and other identity documents, still photographs and negatives, viewgraphs, slides, tape recordings, video recordings, motion pictures, and associated finding aids for the identification, retrieval or use of the materials. |
| <b>Disposition:</b> | Screen annually and destroy audio-visual material with related finding aids when no longer needed for reference purposes.  |
| <b>DispAuthNo:</b>  | N1-59-94-10, item 10   |
| <b>Date Edited:</b> | 4/1/1999   |

---