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Chapter 35: Consular Affairs

Office of the Assistant Secretary**A-35-001-01 Assistant Secretary's Subject File**

Description: Hard copy file contains incoming and outgoing correspondence and memoranda. Subjects are Department and Bureau decision memoranda, Congressional correspondence, GAO and OIG report correspondence, position papers, handwritten notes, and other documentations on discussions, and Diplomatic Notes. Material is filed by subject within a certain time period. Recordkeeping medium is paper.

Disposition: PERMANENT. Cutoff every two months and hold in office. Block in four month increments and retire to the RSC for transfer to WNRC when five years old. Transfer to National Archives when 25 years old.

DispAuthNo: N1-059-08-6, item 1 **Date Edited:** 11/12/2008

A-35-001-02 Assistant Secretary's Daily Activities

Description: Daily activities of the Assistant Secretary are maintained by the Personal Assistant using Microsoft Calendar. Daily activity calendar is sent via email to CA Staffers' mailbox as well as to appropriate officers to inform personnel of the activities of the Assistant Secretary.

Disposition: TEMPORARY. Delete all copies except the electronic copy contained in the CA Staffers mailbox. Dispose of calendar in accordance with disposition instructions for the CA Staff Assistant Group Inbox, which is to delete in 10 years.

DispAuthNo: N1-059-08-6, item 2 **Date Edited:** 11/12/2008

A-35-001-03a CA Staff Assistant's Read File

Description: An electronic email file that contains messages (with attachments) acted upon by the Assistant Secretary, documenting each day's completed actions. Attachments may include scanned images of related documents. The electronic folder is distributed to and used by senior staff members as a resource of complete substantive products, and to provide awareness of products completed or acted upon each day. Final products are filed in the Subject File upon completion.

a. Documents scanned for attachment to email file. The record copy of these records is maintained permanently with the Assistant Secretary's Subject Files. Medium is paper.

Disposition: TEMPORARY. Destroy input copy upon verification of image quality and legibility.

DispAuthNo: N1-059-08-6, item 3a **Date Edited:** 11/12/2008

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A-35-001-03b	CA Staff Assistant's Read File
Description:	<p>An electronic email file that contains messages (with attachments) acted upon by the Assistant Secretary, documenting each day's completed actions. Attachments may include scanned images of related documents. The electronic folder is distributed to and used by senior staff members as a resource of complete substantive products, and to provide awareness of products completed or acted upon each day. Final products are filed in the Subject File upon completion.</p> <p>b. Email messages with attachments sent to and received from senior staff officers. Medium is electronic.</p>
Disposition:	TEMPORARY. Retain in CA Staff Assistant Group Inbox within Outlook. See Outlook Shared Drive- Archive File (item A-35-001-04) for final disposition.
DispAuthNo:	N1-059-08-6, item 4
Date Edited:	11/12/2008
A-35-001-03c	CA Staff Assistant's Read File
Description:	<p>An electronic email file that contains messages (with attachments) acted upon by the Assistant Secretary, documenting each day's completed actions. Attachments may include scanned images of related documents. The electronic folder is distributed to and used by senior staff members as a resource of complete substantive products, and to provide awareness of products completed or acted upon each day. Final products are filed in the Subject File upon completion.</p> <p>c. Completed Products</p> <p>Description: Memoranda, reports, and other substantive products completed, printed from email file, and signed by the Assistant Secretary. The products include original tasking and key background papers. Medium is paper.</p>
Disposition:	File in Assistant Secretary's Subject File upon completion, signature, and distribution. See Assistant Secretary's Subject File item (item A-35-001-01) for final disposition.
DispAuthNo:	N1-059-08-6, item 1
Date Edited:	11/12/2008
A-35-001-04	Outlook Shared Drive - Archive File
Description:	Using a shared hard drive, CA Staff Assistants store all completed e-mails sent to the CA Staffers Mailbox. The email messages with attachments contain all background and draft materials used to produce the final documents. In addition, the Group Inbox and the A/S daily activities are included in the Outlook Data Files maintained on the shared drive. The archived folders are listed chronologically and cover the period CY 2005 to present. Medium is electronic.
Disposition:	TEMPORARY. Delete when 10 years old.
DispAuthNo:	N1-059-08-6, item 4
Date Edited:	11/12/2008

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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

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A-35-002-06	Subject Files		
Description:	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.		
Disposition:	Block files by calendar year. Destroy when 1 year old.		
DispAuthNo:	N1-59-96-1, item 6	Date Edited:	4/1/1999

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

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

A-35-002-08	Policy and Legislative Files		
Description:	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.		
Disposition:	Permanent. Transfer to the RSC when 3 years old for transfer to the WNRC. Transfer to the National Archives when 30 years old.		
DispAuthNo:	N1-59-96-1, item 8	Date Edited:	4/1/1999

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

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A-35-002-10	Consular Information Sheets		
Description:	Information sheets on various countries issued for the information of US citizens traveling abroad.		
Disposition:	Destroy when 1 year old.		
DispAuthNo:	N1-59-96-1, item 10	Date Edited:	4/1/1999
A-35-002-11	Consular Affairs Press Clips		
Description:	Facsimile "publication" of newspaper and magazine articles about consular affairs matters.		
Disposition:	Destroy when 1 year old.		
DispAuthNo:	N1-59-96-1, item 11	Date Edited:	4/1/1999
A-35-002-12a(1)	Public Service Announcement Files.		
Description:	<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>		
Disposition:	TEMPORARY: Retain 4 years then destroy.		
DispAuthNo:	N1-59-01-13, item a1	Date Edited:	10/4/2001
A-35-002-12a(2)	Public Service Announcement Files.		
Description:	a. (2) Electronic version of records created by electronic mail and word processing applications.		
Disposition:	TEMPORARY: Delete after recordkeeping copy has been produced.		
DispAuthNo:	N1-59-01-13, item a2	Date Edited:	10/4/2001

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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

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A-35-003-05	Fraud Case Files - Arranged by case name
Description:	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.
Disposition:	Transfer to CA/PPT/PS/R immediately after case is closed.
DispAuthNo:	N1-59-94-10, item 5
Date Edited:	4/1/1999

A-35-003-06	Chronological Files - Arranged by month and year
Description:	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.
Disposition:	Destroy when 1 year old or when no longer needed, whichever is sooner.
DispAuthNo:	N1-59-94-10, item 6
Date Edited:	4/1/1999

A-35-003-07	Fraud Database
Description:	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.
Disposition:	Delete when active agency use ceases.
DispAuthNo:	N1-59-94-10, item 7
Date Edited:	4/1/1999

A-35-003-08	Training Program Files - Arranged by subject
Description:	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.
Disposition:	Cut-off in 1 year blocks. Destroy when 10 years old.
DispAuthNo:	N1-59-94-10, item 8
Date Edited:	4/1/1999

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A-35-003-09	Training Production Files - Arranged by subject, country, state and case
Description:	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.
Disposition:	Cut-off in 1 year blocks. Destroy when 10 years old.
DispAuthNo:	N1-59-94-10, item 9
Date Edited:	4/1/1999
A-35-003-10	Training Materials - Arranged within files and as a collection on shelf
Description:	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.
Disposition:	Screen annually and destroy audio-visual material with related finding aids when no longer needed for reference purposes.
DispAuthNo:	N1-59-94-10, item 10
Date Edited:	4/1/1999
