# NOTICE - SOME ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: NC-174-000198

Some items in this schedule are either obsolete or have been superseded by new NARA approved records schedules. This information is accurate as of: 2/25/2021

# **ACTIVE ITEMS**

These items, unless subsequently superseded, may be used by the agency to disposition records. It is the responsibility of the user to verify the items are still active.

NC-174-000198/3 - ORM Name File

## SUPERSEDED AND OBSOLETE ITEMS

The remaining items on this schedule may no longer be used to disposition records. They are superseded, obsolete, filing instructions, non-records, or were lined off and not approved at the time of scheduling. References to more recent schedules are provided below as a courtesy. Some items listed here may have been previously annotated on the schedule itself.

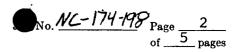
All items except the ones listed above are inactive. They are superseded by N1-059-95-023, DAA-GRS-2013-0003-0002, DAA-GRS-2013-0003-0011, and DAA-GRS-2015-0006-0006

REQUEST FULL UTHORITY TO DISPOSE OF RECORDS (See Instructions on Reverse)			leav 1974 N C	VE BL		-	<u>?</u> 	. 5	'9 
TO: GENERAL SERVICES ADMINISTRATION, NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON,	D.C. 20408		NOTIFICAT			• • • •	<u> </u>		┦
<ol> <li>FROM (AGENCY OR ESTABLISHMENT)</li> <li>Department of State</li> <li>MAJOR SUBDIVISION Refugee &amp; Migratio</li> <li>Special Assistant to the Secreta</li> <li>MINOR SUBDIVISION</li> </ol>		In accordance wi posal request, in items that may be drawn'' in column	cluding ar e stamped	mendm	ients, is	approv	ved ex	cept for	
<ol> <li>A. NAME OF PERSON WITH WHOM TO CONFER</li> <li>Paul F. Murphy, Jr.</li> <li>6. CERTIFICATE OF AGENCY REPRESENTATIVE:</li> </ol>	5. TEL. EXT. 632-8807	<u>4-22-70</u> Date	/ a	<u>a</u> Na rchivis:	t of the	e Unite		el.	ł

I hereby certify that I am authorized to act for this ogency in matters pertaining to the disposal of the ogency's records, that the records proposed for disposal in this Request of \_\_\_\_\_\_\_\_ page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

3/28 (Date)	174 Abrald J. Donald J. Signature of Agept Representative)		
7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	This schedule pertains to the records of the Special Assistant to the Secretary for Refugee & Migration Affairs, the subordinate Office of Refugee & Migration Affairs and to all predeces- sor organizations in the Department concerned with Refugee & Migration Affairs.		
1	Records of the Special Assistant to the Secretary for Refugee & Migration Affairs.		
	a. Policy and Procedural Files documenting the development and implementation of policies and procedures concerning the Refugee and Migration Program.		
	Retain permanently. Offer to the National Archives when 30 years old.		
	b. Administrative and operational files consisting of correspondence, reports and other documentation accumulation incident to routing administrative and operational activities.		
	Destroy when 3 years old.		
	c. Voluntary Agency Files consisting of cor- respondence and other documentation of policy, administration and operation of voluntary aid programs.		
	Copy sent to Agency 4/24/74(f).	Revised Nov Prescribed b Administra	y General Services

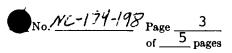




## **REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS-Continuation Sheet**

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
<u> </u>	(1) Policy Files		
	Retain permanently. Offer to National Archiv when 30 years old.	es,	
	(2) Administrative and Operational Files.		
	Destroy when 3 years old.		
2	ORM Central Subject/Country File.		
	Correspondence, telegrams, airgrams and other documentation pertaining to migration and refugee programs, including material pertaining to program planning and policy positions, recom- mendations in connection with proposed legisla- tion, inter-departmental policy and procedural guidance; and documentation of refugee and migration programs in specific countries.		
	Retain permanently. Offer to National Archives when 30 years old.		
3	ORM Name File.		
	a. Refugee Case Files, including asylum cases, whose approval or disapproval resulted in the establishment of legal and/or administrative precedents affecting the program.		
	Retain permanently. Offer to the National Archives when 30 years old.		
	b. All other refugee/asylum case files, including all correspondence, reports and other documentation pertaining to individual refugees, including those seeking political asylum.		
	Destroy when 5 years old.		
4	Contract Files		
	Contracts, including correspondence and related papers pertaining to award, administration, receipt, inspection and payment.		
	a. Procurement or purchase organization copy and related papers.		





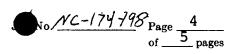
#### **REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS-Continuation Sheet**

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	Destroy 6 years after final payment.		
	b. All other copies and related papers.		
	Destroy upon termination or completion.		
5	Budget records which reflect substantive policy decisions or significant budget plans and/or ex- penditure programs that are not reflected or summarized in reports or other papers submitted to Budget Planning and Presentation.		
	Retain permanently. Offer to the National Archives when 30 years old.		
6	Budget Working Papers.		
	Includes cost information, rough data created or accumulated in preparation of budget estimates or justifications or for budget review purposes.		
	Destroy when 3 years old.		
7	Financial Plans.		
	Includes Financial Plans, related worksheets, reports, and correspondence.		
	Destroy when 5 years old.		
8	Fiscal and Accounting Records.		
	a. Copies of requisitions, invoices, and Working Capital Fund records.		
	Destroy when 3 years old.		
	b. Resettlement Loan Files. Records accounting for resettlement loans and their repayment including related correspondence and reports.		
	Destroy 3 years after repayment of loan.		
	c. Grant Files. Includes correspondence with voluntary agencies regarding grants and copies of letters transmitting to the Foreign Service, vouchers for payment to voluntary agencies.		
	Destroy when 3 years old.		

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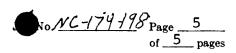


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7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
9	Refugee Statistics - Master File.		
	Retain permanently. Offer to the National Archives when 30 years old.		
10	Voluntary Agency Fiscal & Accounting Records.		
	Includes correspondence reports and other related documents.		
	Destroy when 5 years old.		
11	Records of the Senior Advisor on Refugees.		
	a. Policy, procedural or precedent material not duplicated in the ORM Central File or in the Policy and Procedural Files of the Special Assistant to the Secretary for Refugee and Migration Affairs.		
	Retain permanently. Offer to the National Archives when 30 years old.		
	b. All Other Records.		
	Destroy when 5 years old.		
12	Records - UN High Commissioner for Refugees (UNHCR)		
	a. Executive Committee Document Files.		
	Retain permanently. Offer to the National Archives when 30 years old.		
	b. Correspondence Files.		
	Retain permanently. Offer to the National Archives when 30 years old.		
13	Records - Intergovernmental Committee for European Migration (ICEM).		
	a. Document Files.		
	Retain permanently. Offer to the National Archives when 30 years old.		
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#### **REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS-Continuation Sheet**

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7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKE
	b. Correspondence Files.		
	Retain permanently. Offer to the National Archives when 30 years old.		
14	Far East Refugee Program Files.		
	a. Subject Files		
	Retain permanently. Offer to the National Archives when 30 years old.		
	b. Monthly Reports		
	Destroy when 3 years old.		
	c. Chronological Files		
	Destroy when 1 year old.		