

<b>Request for Records Disposition Authority</b> (See Instructions on reverse)	
<b>To: National Archives and Records Administration (NIR)</b> Washington, DC 20408	
1. From: (Agency or establishment) U.S. Department of State	
2. Major Subdivision Bureau of Consular Affairs	
3. Minor Subdivision Office of the Executive Director (CA/EX)	
4. Name of Person with whom to confer William P. Fischer	5. Telephone (include area code) 202-261-8369

<b>Leave Blank (NARA Use Only)</b>	
Job Number	NF 059-09-39
Date Received	6/28/09
<b>Notification to Agency</b> In accordance with the provisions of 44 U.S.C. 3303a, the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
Date	Archivist of the United States

**6. Agency Certification**  
I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached 2 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies:

is not required       is attached       has been requested

Signature of Agency Representative Tasha M. Thian	Title Agency Records Officer	Date (m/m/dd/yyyy) 6/18/09
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7. Item Number	8. Description of Item and Proposed Disposition	9. GRS or Superseded Job Citation	10. Action taken (NARA Use Only)
	See Attached Schedule for Consular Workload and Statistics Systems (CWSS)		

**Bureau of Consular Affairs  
Office of the Executive Director (CA/EX)  
Consular Workload and Statistics Systems (CWSS)  
Records Disposition Schedule**

**1. Consular Workload and Statistics Systems (CWSS)**

The Consular Workload and Statistics System (CWSS) is an electronic information system designed to collect and manage data about post consular section activities in order to support management reporting, planning, and budgeting functions for consular operations. These data are used to assess post consular section goals, management strategy, and productivity. These data comprise the annual Consular Package submitted by each post. The Consular Package documents the volume and nature of a post's current and projected consular section workload in statistical and narrative format. Data spans the period 1974 to the present.

**1a. Consular Workload and Statistics Systems (CWSS)**

**Description: a. Master File**

Consular Package arranged by post and fiscal year. Consular Package contains statistical and narrative data on the following consular functions: 1) immigrant visa processing (e.g., issuances and refusals by visa type); 2) non-immigrant visa processing (e.g., issuances and refusals by visa type); 3) American citizen services (welfare/whereabouts, children's issues, citizenship and passport services, etc.); 4) Federal agency services (e.g., Federal benefits cases); 5) visa fraud prevention activities; 6) refugee and parole case processing; and 7) staffing work hours and patterns.

**Disposition:** Temporary. Cut off at end of fiscal year. Delete 15 years after cut off or when no longer needed, whichever is later.

**DispAuthNo:** Pending

**1b. Consular Workload and Statistics Systems (CWSS)**

**Description: b. Inputs**

Electronic data entered into the system during an annual data call and not required for audit and legal purposes.

**Disposition:** Temporary. Delete when data have been entered into the master file or database and verified, or when no longer required to support

reconstruction of, of serve as backup to, a master file or database, whichever is later.

**DispAuthNo:** GRS 20, item 2b

**1c. Consular Workload and Statistics Systems (CWSS)**

**Description: c. Outputs**

Ad hoc and recurring workload and trend analysis reports.

**Disposition:** Temporary. Destroy when no longer needed.

**DispAuthNo:** Pending

**1d. Consular Workload and Statistics Systems (CWSS)**

**Description: d. Documentation**

User manual, data dictionary, system specifications guides, and related records.

**Disposition:** Temporary. Destroy or delete upon authorized deletion of the related electronic records or upon the destruction of the output of the system if the output is needed to protect legal rights, whichever is later.

**DispAuthNo:** GRS 20, item 11a(1)

**1e. Consular Workload and Statistics Systems (CWSS)**

**Description: e. System Backups**

Backup tapes maintained for potential system restoration in the event of a system failure or other unintentional loss of data.

**Disposition:** Temporary. Delete/destroy full backup tapes when second subsequent backup is verified as successful or when no longer needed for system restoration, whichever is later.

**DispAuthNo:** GRS 24, item 4a(2)