
U.S. Department of State Records Schedule

Chapter 25: Population, Refugees, and Migration Records

General [Including Office of the Assistant Secretary and Front Office]**A-25-001-01a Subject/Organization/Country Files**

Description: Correspondence, e-mail, copies of congressionals, faxes, copies of agreements, memoranda, telegrams, reports (including statistical) and other documentation pertaining to population, refugee and migration programs including material pertaining to program planning and policy positions, recommendations in connection with proposed legislation, and information on population, refugee and legislation, and information on population, refugee and migration programs by specific voluntary agencies and international organizations in specific countries.

a. Policy and procedural files documenting the development and implementation of U.S. policies and procedures, including inter-Departmental policy and procedural guidance, financial plans, and budget records which reflect substantive policy decisions, and the work of the Policy and Program Review Committee (PPRC).

Disposition: Permanent. Retire to RSC when 5 years old for transfer to Washington National Records Center. Transfer to the National Archives when 30 years old.

DispAuthNo: N1-059-95-23, item 1a **Date Edited:** 4/1/1999

A-25-001-01b Subject/Organization/Country Files

Description: Correspondence, e-mail, copies of congressionals, faxes, copies of agreements, memoranda, telegrams, reports (including statistical) and other documentation pertaining to population, refugee and migration programs including material pertaining to program planning and policy positions, recommendations in connection with proposed legislation, and information on population, refugee and legislation, and information on population, refugee and migration programs by specific voluntary agencies and international organizations in specific countries.

b. Administrative and operational files consisting of correspondence, memoranda, copies of responses to congressional inquiries, press guidance, budget and financial plan working papers, office copies of travel vouchers and personnel papers, and other documentation accumulated incident to routine administrative and operational activities.

Disposition: Destroy when 5 years old.

DispAuthNo: N1-059-95-23, item 1b **Date Edited:** 4/1/1999

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A-25-001-04a	Briefing Books-Briefing books prepared for meetings, congressional appearances, conferences, and other occasions. Include telegrams, background and briefing papers, speeches, statements, articles, and other relevant materials
Description:	a. Master File
Disposition:	Permanent. Retire when 5 years old or when no longer needed, whichever is sooner, to RSC for transfer to WNRC. Transfer to the National Archives when 30 years old.
DispAuthNo:	N1-059-95-23, item 4a
	Date Edited: 4/1/1999
A-25-001-04b	Briefing Books-Briefing books prepared for meetings, congressional appearances, conferences, and other occasions. Include telegrams, background and briefing papers, speeches, statements, articles, and other relevant materials
Description:	b. All other copies.
Disposition:	Destroy when 1 year old or when no longer needed, whichever is sooner.
DispAuthNo:	N1-059-95-23, item 4b
	Date Edited: 4/1/1999

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A-25-002-03a Abacus Program, Budget and Funds Tracking System**Description:** a. System Stored Data File

System contains project names, creation dates, approval dates, funding amounts, and other information from grants, agreements, proposals, budgets, and obligation, disbursement and other financial documentation from Non-Governmental or International Organizations and the Department from 2005 to the present. Data searchable by available data fields, including funding sources, dates, keywords, organization awardees, program officers, and program/project. Information used for data entry comes from proposals, grants and agreements, and obligation and disbursement documentation.

Disposition: Temporary. Cutoff at end of fiscal year when funds obligated. Destroy 10 years after cutoff or when no longer needed for agency business, whichever is later.**DispAuthNo:** N1-059-09-07, item 1a**Date Edited:** 9/10/2009

A-25-002-03b Abacus Program, Budget and Funds Tracking System**Description:** b. System Outputs

Status reports, congressional reports, financial and budget reports.

Disposition: Temporary. Destroy when no longer needed.**DispAuthNo:** N1-059-09-07, item 1b**Date Edited:** 9/10/2009

A-25-002-03c Abacus Program, Budget and Funds Tracking System**Description:** c. Documentation

Data systems specification, file specifications, security plans, audit recommendations, codebooks, record layouts, user manuals, output specifications, and final reports relating to master file, database or other electronic records.

Disposition: Temporary. Destroy 5 years after the project/activity/transaction is completed or superseded, or the associated system is terminated, or the associated data is migrated to a successor system. (Supersedes GRS 20, item 11a[1]).**DispAuthNo:** GRS 3.1, item 051**Date Edited:** 5/21/2015

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A-25-002-03d **Abacus Program, Budget and Funds Tracking System**

Description: d. Backups of Files

Stored data file is backed up to tape on a weekly basis. Duplicate tapes are rotated offsite to the upgrade contractor, Agency for International Development (USAID) to ensure data availability in case of disaster.

Disposition: Temporary. Destroy immediately after the identical records have been deleted or replaced by a subsequent backup file. (Supersedes GRS 20, item 8b).

DispAuthNo: GRS 3.2, item 051

Date Edited: 5/21/2015

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Office of Refugee Admissions**A-25-003-01 Proposal Process Files**

Description: Working files of Reception and Placement (R and P) Program announcements, R and P proposals from voluntary agencies, copies of R and P cooperative agreements and program guidelines. Record copies of approved proposals and cooperative agreements are maintained by the Comptroller.

Disposition: TEMPORARY: Destroy working files after two (2) years. (Ref. N1-059-95-23, item 7)

DispAuthNo: N1-059-08-03, item 1

Date Edited: 5/30/2008

A-25-003-02 Reception and Placement (R and P) Program Voluntary Agency and Affiliate Monitoring Reports

Description: Program auditing reports, related correspondence, schedules, copies of caseload reports, interview records, and other documentation accumulated during monitoring of R and P voluntary agency or affiliate.

Disposition: PERMANENT: Cutoff at end of fiscal year. Hold in office area for three (3) years and then retire to Records Service Center (RSC). Transfer to the National Archives when twenty-five (25) years old. (Ref. N1-059-95-23, item 8)

DispAuthNo: N1-059-08-03, item 2

Date Edited: 5/30/2008

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A-25-003-03 Intermediary Records

Description: The Worldwide Refugee Admissions Processing System (WRAPS) operates in the Office of Refugee Missions, Refugee Processing Center (RPC), which is the successor to the Refugee Data Center (RDC) in New York. The RDC was created in 1978; records responsibility for processing refugees worldwide transferred to RPC when RDC closed in 2001. RDC data was migrated to WRAPS. WRAPS is a database of information used to track refugee applicants through various stages of the program. The stages include application, pre-screening, name checks, Department of Homeland Security (DHS) interview, medical screening, allocation and assurance, travel, U.S. arrival, and post-arrival address information. The centralized system allows PRM/A to manage the admissions program. Privacy Act System of Records, STATE-60 applies.

a. Data Inputs, regardless of format

Description: Regardless of format data is received electronically or directly keyed into the system by Overseas Processing Entities (OPE), under cooperative agreement with PRM. Refugee Processing Center (RPC) users enter data in the United States. Voluntary agencies also provide data files with assurance and post-arrival data. Some data, such as photos and forms are scanned directly into the system.

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:** 9/26/2017

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A-25-003-03a **Worldwide Refugee Admissions Processing System (WRAPS)**

Description: The Worldwide Refugee Admissions Processing System (WRAPS) operates in the Office of Refugee Missions, Refugee Processing Center (RPC), which is the successor to the Refugee Data Center (RDC) in New York. The RDC was created in 1978; records responsibility for processing refugees worldwide transferred to RPC when RDC closed in 2001. RDC data was migrated to WRAPS. WRAPS is a database of information used to track refugee applicants through various stages of the program. The stages include application, pre-screening, name checks, Department of Homeland Security (DHS) interview, medical screening, allocation and assurance, travel, U.S. arrival, and post-arrival address information. The centralized system allows PRM/A to manage the admissions program. Privacy Act System of Records, STATE-60 applies.

b. Master File

Description: Content includes refugee application biographic information such as name, date of birth, biometric identification, education, languages, and tracking or status items (cleared, approved, etc.) Records are stored at both the case level and the individual level. Paper copy maintained by Overseas processing entity (OPE) prior to refugee's travel to the United States; Privacy Act System of Records, STATE-50, Overseas Refugee Case Files, applies.

Disposition: TEMPORARY: Retain online for five (5) years after the refugee's arrival in the United States or case was inactivated, and then transfer to offline storage. Retain offline for ten (10) years. Delete when fifteen (15) years old. (Ref. N1-059-89-40)

DispAuthNo: N1-059-08-03, item 3b

Date Edited: 5/30/2008

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A-25-003-03b Worldwide Refugee Admissions Processing System (WRAPS)

Description: The Worldwide Refugee Admissions Processing System (WRAPS) operates in the Office of Refugee Missions, Refugee Processing Center (RPC), which is the successor to the Refugee Data Center (RDC) in New York. The RDC was created in 1978; records responsibility for processing refugees worldwide transferred to RPC when RDC closed in 2001. RDC data was migrated to WRAPS. WRAPS is a database of information used to track refugee applicants through various stages of the program. The stages include application, pre-screening, name checks, Department of Homeland Security (DHS) interview, medical screening, allocation and assurance, travel, U.S. arrival, and post-arrival address information. The centralized system allows PRM/A to manage the admissions program. Privacy Act System of Records, STATE-60 applies.

c. Back up Files

Description: Master File databases are backed up to tape daily and weekly. A duplicate set of tapes is stored off-site to ensure data availability in case of a disaster at the Refugee Processing Center.

Disposition: TEMPORARY: Destroy immediately after the identical records have been deleted or replaced by a subsequent backup file. (Supersedes GRS 20, item 8b).

DispAuthNo: GRS 3.2, item 051 **Date Edited:** 5/21/2015

A-25-003-03c Worldwide Refugee Admissions Processing System (WRAPS)

Description: The Worldwide Refugee Admissions Processing System (WRAPS) operates in the Office of Refugee Missions, Refugee Processing Center (RPC), which is the successor to the Refugee Data Center (RDC) in New York. The RDC was created in 1978; records responsibility for processing refugees worldwide transferred to RPC when RDC closed in 2001. RDC data was migrated to WRAPS. WRAPS is a database of information used to track refugee applicants through various stages of the program. The stages include application, pre-screening, name checks, Department of Homeland Security (DHS) interview, medical screening, allocation and assurance, travel, U.S. arrival, and post-arrival address information. The centralized system allows PRM/A to manage the admissions program. Privacy Act System of Records, STATE-60 applies.

d. Outputs

Description: Regardless of format the content is comprised of forms that are included in the refugee file and statistical reports. In the cases of applicant name checks, information is exported electronically to the Bureau of Consular Affairs systems.

Disposition: TEMPORARY: Delete/destroy when no longer needed for reference.

DispAuthNo: N1-059-08-03, item 3d **Date Edited:** 5/30/2008

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A-25-003-04 Non-recordkeeping Copies of Electronic Records

Description: Non-recordkeeping copies of electronic records agencies maintain in email systems, computer hard drives or networks, web servers, or other locations after agencies copy the records to a recordkeeping system or otherwise preserve the recordkeeping version. This includes:

- documents such as letters, memoranda, reports, handbooks, directives, manuals, briefings, or presentations created on office applications, including those in Portable Document Format (PDF) or its equivalent
- senders' and recipients' versions of electronic mail messages that meet the definition of Federal records, and any related attachments
- electronic spreadsheets
- digital still pictures or posters
- digital video or audio files
- digital maps or architectural drawings
- copies of the above electronic records maintained on websites or web servers, but EXCLUDING web pages themselves

Note 1: Non-recordkeeping copies may be Federal records. Often, copies are non-records and can be immediately destroyed, but not always. Copies are non-record if they are kept only for convenience of reference. If copies are used in the course of agency business to make decisions or take action, they are Federal records. The copies described here are Federal records if they are still being used by the agency for such business purposes, but are not recordkeeping copies of those records.

Note 2: For electronic mail records, the recordkeeping system must capture the names of sender and recipients, date (transmission data for recordkeeping purposes), and any receipt data, along with the message text. Sender/recipient information should be individual account information, not the name of a distribution list.

Disposition: Temporary. Destroy immediately after copying to a recordkeeping system or otherwise preserving, but longer retention is authorized if required for business use. (Supersedes GRS 4.3, item 040)

DispAuthNo: DAA-GRS-2016-0016-0002 (G) **Date Edited:** 9/28/2017

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Office of Population

A-25-005-01a **Policy File**

Description: a. Laws and mandates dictating international population policy.

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

DispAuthNo: N1-059-88-36, item 1a **Date Edited:** 4/1/1999

A-25-005-01b **Policy File**

Description: b. Documents relating to the reaffirmation of U.S. policy on international policy issues, reviews of population policies and programs, guidelines for establishing a policy, and documents reflecting policy implementation and evaluation.

Disposition: Permanent. Cut off at the end of the calendar year. Retire to RSC when 15 years old. Transfer to WNRC when 20 years old. Transfer to the National Archives when 30 years old.

DispAuthNo: N1-059-88-36, item 1b **Date Edited:** 4/1/1999

A-25-005-02 **Country File**

Description: Consist of records relating to economic conditions and assistance, briefing papers, economic surveys, issues on health topics, human resource reports, inventory of population projects including demographic facts, copies of fact sheets, papers outlining major issues to be discussed at meetings, annual budget information, post reporting plans, and other related documents.

Disposition: Permanent. Cut off at the end of the calendar year. Retire to RSC when 10 years old. Transfer to WNRC when 15 years old. Transfer to the National Archives when 30 years old.

DispAuthNo: N1-059-88-36, item 2 **Date Edited:** 4/1/1999

A-25-005-03a **UN Fund for Population Activities (UNFPA)**

Description: a. General.

Consist of records relating to assistance provided to other countries through support projects and programs. Includes questionnaires, assessment of fund activities, proposed studies, UNFPA activity reviews, inter-country activities, and other related documents.

Disposition: Maintain in 3 year blocks. Retire to RSC when 5 years old. Transfer to WNRC when 10 years old. Destroy when 20 years old.

DispAuthNo: N1-059-88-36, item 3a **Date Edited:** 4/1/1999

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A-25-005-06a **Trip Reports-Consist of executive summaries stating purpose and objectives of trip. Records cover such issues as population policy, population related problems, support services, and progressive measures**

Description: a. Internal.

Disposition: Permanent. Cut off at the end of the calendar year. Retire to RSC when 10 years old. Transfer to WNRC when 15 years old. Transfer to the National Archives when 30 years old.

DispAuthNo: N1-059-88-36, item 6a

Date Edited: 4/1/1999

A-25-005-06b **Trip Reports-Consist of executive summaries stating purpose and objectives of trip. Records cover such issues as population policy, population related problems, support services, and progressive measures**

Description: b. Other.

Disposition: Destroy when 6 months old.

DispAuthNo: N1-059-88-36, item 6b

Date Edited: 4/1/1999

A-25-005-07 **Hearings File**

Description: Testimonies and briefing papers prepared for Hearings of the House Foreign Operations Sub Committee. Included are question and answer papers concerning testimonies.

Disposition: Permanent. Cut off at the end of the calendar year. Retire to RSC when 10 years old. Transfer to WNRC when 15 years old. Transfer to the National Archives when 25 years old.

DispAuthNo: N1-059-88-36, item 7

Date Edited: 4/1/1999
