

9 FAM APPENDIX F, 400 MAINTAINING AND DISPOSING OF CLASSIFIED OR ADMINISTRATIVELY- CONTROLLED VISA FILES

(CT:VISA-1021; 09-15-2008)
(Office of Origin: CA/VO/L/R)

9 FAM 401 SEPARATE FILES

(CT:VISA-1021; 09-15-2008)

Posts must file all visa material classified "Confidential" or higher or designated "Sensitive But Unclassified (SBU) use, separately from unclassified visa material and safeguard it in accordance with applicable security regulations.

9 FAM 402 FILES ORGANIZATION

(CT:VISA-1021; 09-15-2008)

Posts must divide the classified visa files into subject files and case files as set forth in 9 FAM Appendix F, 200 and 300.

9 FAM 403 TRANSFERRING FILES

(CT:VISA-1021; 09-15-2008)

If an alien's file is to be transferred to another post, the post should send the classified and unclassified files relating to the alien at the same time, under cover of an appropriately classified communication.

9 FAM 404 MINIMIZING VOLUME OF CLASSIFIED MATERIALS

(CT:VISA-1021; 09-15-2008)

In order to keep down the bulk of classified visa files and to lessen the possibility of classified material being misplaced, the Department

recommends destroying unnecessary extra copies of documents at the time the record copy of the document is filed.