

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> <i>(See Instructions on reverse)</i>		<b>LEAVE BLANK (NARA use only)</b>	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER	N1-59-00-12
1 FROM (Agency or establishment) Department of State		DATE RECEIVED	5/30/00
2 MAJOR SUBDIVISION Bureau of [REDACTED] Human Resources		NOTIFICATION TO AGENCY	
3 MINOR SUBDIVISION Policy Coordination		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
4 NAME OF PERSON WITH WHOM TO CONFER	5 TELEPHONE	DATE	ARCHIVIST OF THE UNITED STATES
Marria Braden	202 261-8339	6-25-02	<i>John W. Paul</i>

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 \_\_\_ 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; or  has been requested. ...

DATE 5/4/2000	SIGNATURE OF AGENCY REPRESENTATIVE <i>Margaret G. Peppe</i>	TITLE Department of State Records Officer
------------------	--	---

7 ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)

## SECTION 10 POLICY COORDINATION

### {1} 041001 Personnel Policy Historical File.

Originals and copies of reports, studies, surveys, orders, circulars, bills, acts, hearings, committee documents, other papers on policies, plans organization, program procedures, systems and other matters relating to personnel administration of the Department and the Foreign Service.

(1) Recordkeeping copy (paper).

DISPOSITION: Permanent. Retain in the Policy Coordination Office (DGP/PC) for 10 years. Retire inactive files when 10 years old to RSC for transfer to WNRC. Transfer to the National Archives when 25 years old. (RRP-NN-464-7)

(2) Electronic version of records created by electronic mail and word processing applications.

DISPOSITION: Destroy/delete within 180 days after recordkeeping copy has been produced.

041002-4 Reserved for future use.

### {2} 041005 Project Reports on Personnel Policy and Planning.

a. Master.

(1) Recordkeeping copy (paper).

DISPOSITION: Retire to RSC when 10 years old for transfer to WNRC. Transfer to the National Archives when 25 years old.

(2) Electronic version of records created by electronic mail and word processing applications.

DISPOSITION: Destroy/delete within 180 days after recordkeeping copy has been produced.

b. All other copies.

DISPOSITION. Destroy when no longer needed for reproduction or distribution purposes.

### {3} 041006 Project Working Papers.

Consist of questionnaires, copies of memoranda, reports, printed and processed materials, notes, and drafts collected or created in connection with each planning or policy project.

a. Recordkeeping copy (paper).

DISPOSITION: Destroy when project is completed.

b. Electronic version of records created by electronic mail and word processing applications.

DISPOSITION: Destroy/delete within 180 days after recordkeeping copy has been produced.

47 041007 Legislative Files.

General subject files on personnel legislation. Includes draft bills and related memoranda, correspondence and supporting briefing data.

a. One copy of each draft justification, cost estimate and briefing data.

(1) Recordkeeping copy (paper)

DISPOSITION: <sup>Temporary. Destroy when 15 years old -</sup> Retire to RSC when 5 years old for transfer to WNRC. Transfer to the National Archives when 25 years old.

(2) Electronic version of records created by electronic mail and word processing applications.

DISPOSITION: Destroy/delete within 180 days after recordkeeping copy has been produced.

b. All other papers.

DISPOSITION: Destroy when superseded or obsolete.

041008-11 Reserved for future use.

53 041012 Labor Management Relations Files.

a. Labor Management Relations General and Case Files.

Correspondence, memoranda, reports and other records relating to the relationship between management and employee unions or other groups:

(1) Office negotiating agreement.

(a) Recordkeeping copy (paper).

DISPOSITION: Destroy 10 years after expiration of agreement.

(b) Electronic version of records created by electronic mail and word processing applications.

DISPOSITION: Destroy/delete within 180 days after recordkeeping copy has been produced.

~~(2) Other offices.~~

~~DISPOSITION: Destroy when superseded or obsolete. (GRS 1, item 28a(2)).~~

b. Labor Arbitration General and Case Files.

Consist of correspondence, forms and background papers relating to labor arbitration cases.

(1) Recordkeeping copy (paper).

DISPOSITION: Destroy 5 years after final resolution of case. (GRS 1, item 28b).

~~(2) Electronic version of records created by electronic mail and word processing applications.~~

DISPOSITION: Destroy/delete within 180 days after recordkeeping copy has been produced. (GRS1, Item 43a)