

REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse)		LEAVE BLANK (NARA use only)	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER N1-59-01-6	DATE RECEIVED 04/08/2001
1 FROM (Agency or establishment) Department of State		NOTIFICATION TO AGENCY	
2 MAJOR SUBDIVISION Office of the Secretary		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
3 MINOR SUBDIVISION (PICW) President's Interagency Council on Women			
4 NAME OF PERSON WITH WHOM TO CONFER Alice Ritchie	5 TELEPHONE 202-261-8511	DATE 6-6-01	ARCHIVIST OF THE UNITED STATES <i>J. W. Carl</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 4/9/2001	SIGNATURE OF AGENCY REPRESENTATIVE <i>Margaret G. Peppe</i>	TITLE Records Officer
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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	SEE ATTACHED SCHEDULE		

Copy to: agency, NWMD, NWMW 6/13/01/alt

The president established the President's Interagency Council on Women (PICW) on August 26, 1995. It is charged with coordinating the implementation of the Platform for action adopted at Beijing.

The President's Interagency Council on Women (PICW) Files - 1993-2001

1 Program and Event File

a File consists of activity records, briefing memorandums, presentations, agendas, participant bios, minutes, miscellaneous correspondence, and other materials relating to the event for official conferences and meetings. They are the full official record for each event. Files are organized by event and maintained in a file cut off at the end of each calendar year.

Permanent Retire to Records Service Center (RSC) when five years old or when no longer needed in the office. Transfer to WNRC when 10 years old. Transfer to National Archives when 30 years old. (New Item)

b Electronic copies produced on electronic mail and word processing systems

Temporary Delete once recordkeeping copy has been produced

2 Background briefing and Materials File

a Materials used at public briefings for Non-Government Organizations (NGOs) and others

Temporary Maintain for three years, then destroy

b Electronic copies produced on electronic mail and word processing systems

Temporary Delete once recordkeeping copy has been produced

3 Periodic Activity Reports

a Periodic reports to management detailing the activities of the PICW

Temporary Maintain for three years, then destroy

b Electronic copies produced on electronic mail and word processing systems

Temporary Delete once recordkeeping copy has been produced

4 Routine Administrative File

a Routine logistic and administrative material related to running the office, including procedures manual

Temporary Destroy when two years old (GRS 23, item 1)

b Electronic copies produced on electronic mail and word processing systems

Copies that have no further administrative value after the recordkeeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy.

Temporary Destroy/delete within 180 days after the recordkeeping copy has been produced (GRS 23, item 10a)

5 Budget and Financial File

a Budget and financial plans, worksheets, reports and other financial documents used in preparation of annual budget Cut off file at end of fiscal year

Temporary Destroy one year after close of fiscal year covered by the budget (GRS 5, item 2)

b Electronic copies of records that are created on electronic mail and word processing systems

Temporary Destroy/delete within 180 days after the recordkeeping copy has been produced (GRS 5, item 5a)

6 Biographic and Contact Names File contains little department-produced information

a File contains biographic descriptions of PICW agency members and other involved in program activities Personal contact information (addresses, phone/fax numbers, and other information) on all government representatives and NGO contacts

Temporary Destroy when person is no longer a member or non-government organizations (NGOs) participant

b Electronic copies produced on electronic mail and word processing systems

Temporary Delete once recordkeeping copy has been produced

7 PICW Publications file – PICW publications and open source reference materials

a Official PICW publications

1 Record copy One copy of each PICW publication

Permanent Maintain annual file and retire to RSC when three years old Transfer to WNRC after 10 years old Transfer to National Archives when 30 years old

2 Supplemental copies

Temporary Destroy remaining copies when three years old

b Electronic copies produced on electronic mail and word processing systems

Temporary Delete once recordkeeping copy has been produced

c Open Source materials Books, magazines, and other publications retained for reference purposes

Temporary Dispose of when no longer needed for reference