

REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408	
1. FROM (Agency or establishment)	Department of State
2. MAJOR SUBDIVISION	Office of the Secretary
3. MINOR SUBDIVISION	(PICW) President's Interagency Council on Women
4. NAME OF PERSON WITH WHOM TO CONFER	5. TELEPHONE
Alice Ritchie	202-261-8511

LEAVE BLANK (NARA use only)	
JOB NUMBER N1-59-01-6	
DATE RECEIVED 04/08/2001	
NOTIFICATION TO AGENCY	
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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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 6-6-01	ARCHIVIST OF THE UNITED STATES <i>[Signature]</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. Peppi</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 GRS OR SUPERSEDED JOB CITATION	10.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		

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)

Electronic copies produced on electronic mail and word processing systems.

~~b. Temporary. Delete once recordkeeping copy has been produced.~~

Obsolete: These items reflect a print and file process. Reported on 2/8/19 by Mark Sgambettero

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.

~~Electronic copies produced on electronic mail and word processing systems. Temporary. Delete once recordkeeping copy has been produced.~~

obsolete: See above note 2/8/19

3. Periodic Activity Reports

a. Periodic reports to management detailing the activities of the PICW.

Temporary. Maintain for three years, then destroy.

Electronic copies produced on electronic mail and word processing systems.

~~b. Temporary. Delete once recordkeeping copy has been produced.~~

Obsolete: See above note 2/8/19

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)

Electronic copies produced on electronic mail and word processing systems.

~~b. Electronic copies produced on electronic mail and word processing systems. Temporary. Delete once recordkeeping copy has been produced.~~

maintained by individuals for administrative value after the recordkeeping copy is made. Includes copies of directories, personal files, personal electronic mail or other personal files on hard disk or network drives, and copies on shared network drives that are used to produce the recordkeeping copy.

Obsolete: See above note 2/8/19

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

Obsolete: See below note 2/8/19

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.~~

Obsolete: These items reflect a print and file process.

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

Reported on 2/8/19 by Mark Sgambettera

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.

Obsolete: See above note 2/8/19

duced on electronic mail and word processing systems.

~~b. Electronic copies p
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.

copies produced on electronic mail and word processing systems.

~~b. Electronic p
Temporary. Delete once recordkeeping copy has been produced.~~

Obsolete: See above note 2/8/19

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

Temporary. Dispose of when no longer needed for reference.