

REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>		LEAVE BLANK (NARA uses only)	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER N1-59-01-14	DATE RECEIVED 07/27/2001
1. FROM (Agency or establishment) Department of State		NOTIFICATION TO AGENCY	
2. MAJOR SUBDIVISION Bureau of European Affairs (EUR)		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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 EUR/Austrian, German, and Swiss		DATE 11-15-01	
4. NAME OF PERSON WITH WHOM TO CONFER Alice Ritchie	5. TELEPHONE 202-261-8511	ARCHIVIST OF THE UNITED STATES <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 7/24/2001	SIGNATURE OF AGENCY REPRESENTATIVE <i>Margaret G. Peppe</i> Margaret G. Peppe	TITLE Agency 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 GRS OR SUPERSEDED JOB CITATION	10.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)
	Records of the Office of the Special Representative of the President and Secretary of State for Holocaust Issues. See attached for descriptions.		

Records of the Special Representative for Holocaust Issues

1. Documents accumulated by the Special Representative or program office. The collection contains documents dating from the WWII era to present. The collection contains classified and unclassified documents from US Government agencies, foreign governments, and other sources. These files are organized in subject and/or country order.

Permanent. Retire to Records Service Center (RSC) when program is closed. Transfer to WNRC when 5 years old. Transfer to National Archives when 25 years old.

2. Policy documents created to manage the program.

a. Files detailing policy to be followed by program.

Permanent. Retire to Records Service Center (RSC) when program is closed. Transfer to WNRC when 5 years old. Transfer to National Archives when 25 years old.

b. Electronic copies of administrative and policy documents produced on electronic mail and word processing systems.

Temporary. Delete once recordkeeping copy has been produced.

3. Briefing Books.

a. Loose Leaf binders prepared by the program staff for the Special Representative to provide him with the essential information he needed for meetings with foreign officials and dignitaries. While much of the material consists of documents that are maintained elsewhere in the program files there is some original documentation.

Permanent. Retire to Records Service Center (RSC) when program is closed. Transfer to WNRC when 5 years old. Transfer to National Archives when 25 years old.

b. Electronic copies of documents produced for briefing books on electronic mail and word processing systems.

Temporary. Delete once recordkeeping copy has been produced.

4. Official Reports and Publications produced by Special Representative or program office.

a. Record Copies – One copy of each

Permanent. Retire to Records Service Center (RSC) when program is closed. Transfer to WNRC when 5 years old. Transfer to National Archives when 25 years old.

b. Extra copies.

Temporary. Destroy remaining copies two years after published/issued.

c. Electronic copy of Reports produced on electronic mail and word processing systems.

Temporary. Delete once recordkeeping copy has been produced.

5. Court Documents. Records of foreign court decisions related to Holocaust issues.

Permanent. Retire to RSC (RSC) when program is closed. Transfer to WNRC when 5 years old. Transfer to National Archives when 25 years old.

6. Administrative Files

a. Official documents created during the program life.

Temporary. Destroy when 5 years old.

b. Electronic copies of administrative and policy documents produced on electronic mail and word processing systems.

Temporary. Delete once recordkeeping copy has been produced.