

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	N1-59-01-17
1. FROM (Agency or establishment) Department of State		DATE RECEIVED	8/30/01
2. MAJOR SUBDIVISION Bureau of Political-Military Affairs (PM)		NOTIFICATION TO AGENCY	
3. MINOR SUBDIVISION Office of International Security Operations			
4. NAME OF PERSON WITH WHOM TO CONFER Alice S. Ritchie	5. TELEPHONE (202) 261-8511	DATE 4-9-02	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 2 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 08/20/2001	SIGNATURE OF AGENCY REPRESENTATIVE <i>Margaret G. Peppe</i> Margaret G. Peppe	TITLE Division Chief, A/RPS/IPS/PP
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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 GRS OR SUPERSEDED JOB CITATION	10.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 continuation pages.		

sent to agency, NARA, NARA

April 9, 2001

BUREAU OF POLITICAL-MILITARY AFFAIRS (PM/ISO)

International Security Operations

1. Subject Files

a. File contains information on a variety of issues and programs pertaining to international security operations arranged by subject or country. Contains airgrams, telegrams, memorandums, reports, etc. on military operations, security, human rights, nuclear issues, Multi-national Interception Force, Politically Sensitive Areas, Acquisition and Cross-Servicing Agreements, Diego Garcia, Bermuda, Ascension Island, etc. Arrange annually or other specific time period. Information on programs and issues of long-term value to the operations.

Permanent. Hold in current file area and retire to Records Service Center when ten years old. Transfer to WNRC when 20 years old. Transfer to the National Archives when 25 years old in five-year blocks. (Ref. N1-59-92-34, item 1a)

b. File contains records on issues or programs of a general nature, i.e. human rights, port visits, military exercises, humanitarian assistance, Freedom of Navigation, etc.

Permanent. Hold in current file area and retire to Records Service Center when three years old. Transfer to WNRC when ten years old. Transfer to the National Archives when 25 years old in five-year blocks. (Ref. N1-59-92-34, item 1b)

c. Electronic copies produced on electronic mail and word processing systems.

Temporary. Delete once recordkeeping copy has been produced. (New item)

2. Overflight Clearances

a. File is arranged by country and contains requests by foreign governments for overflight and landing clearances in the U.S. and U.S. territories.

Temporary. Destroy when two years old. (Ref. N1-59-92-34, item 3)

b. Electronic copies produced on electronic mail and word processing systems.

Temporary. Delete once recordkeeping copy has been produced. (New item)

3. Foreign Employment

a. File is arranged chronologically and contains requests from retired or reservist military personnel to work in a foreign country with either an American contractor or for the foreign government. Contains a specific request form and State Department response.

Temporary. Destroy two years after approval of request. (Ref. N1-59-92-34, item 4)

b. Electronic copies produced on electronic mail and word processing systems.

Temporary. Delete once recordkeeping copy has been produced. (New item)

4. Medical Requests

a. File is arranged chronologically and contains requests from foreign countries for VIP and foreign national's medical treatment at a U.S. military medical facility. Information contains cables, memorandums, and diplomatic notes requesting State Department's approval.

Temporary. Destroy two years after approval of request. (Ref. N1-59-92-34, item 6)

b. Electronic copies produced on electronic mail and word processing systems.

Temporary. Delete once recordkeeping copy has been produced. (New item)

5. Military Exercises

a. File contains Department of State's clearance on the deployment of U.S. military personnel to a foreign country for military exercises in that country. Information is maintained by the name of the exercise and contains cables, memorandums, etc.

Temporary. Destroy when two years old. (Ref. N1-59-92-34, item 7)

b. Electronic copies produced on electronic mail and word processing systems.

Temporary. Delete once recordkeeping copy has been produced. (New item)

6. Counter-Drug Operations and Deployment

a. File consists of clearance on requests for deployment of counter-drug operations. File contains cables and general correspondence. Approval is made by phone and denials are submitted in writing.

Temporary. Destroy when one year old. (Ref. N1-59-92-34, item 8)

b. Electronic copies produced on electronic mail and word processing systems.

Temporary. Delete once recordkeeping copy has been produced. (New item)

7. Daily Activity Reports

a. File contains summaries of the daily activities of PM/ISO.

Temporary. Destroy when one year old. (Ref. N1-59-92-34, item 9)

b. Electronic copies produced on electronic mail and word processing systems.

Temporary. Delete once recordkeeping copy has been produced. (New item)