

REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>		LEAVE BLANK (NARA use only)	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER N1-59-01-20	
1. FROM (Agency or establishment) Department of State		DATE RECEIVED 03/22/02	
2. MAJOR SUBDIVISION Bureau of Political-Military Affairs (PM)		NOTIFICATION TO AGENCY	
3. MINOR SUBDIVISION Office of Humanitarian Demining Programs		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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 Alice S. Ritchie	5. TELEPHONE (202) 261-8511	DATE 6-5-02	ARCHIVIST OF THE UNITED STATES <i>John 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 4 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 03/11/02	SIGNATURE OF AGENCY REPRESENTATIVE Margaret G. Peppe <i>Margaret G. Peppe</i>	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 GRS OR SUPERSEDED JOB CITATION	10.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 sheets.		

March 11, 2002

BUREAU OF POLITICAL-MILITARY AFFAIRS (PM/HDP)

Office of Humanitarian Demining Programs

1. Demining Chronological Files

a. File consists of correspondence and other issuances of the Director of this program. File contains incoming and outgoing correspondence, memoranda, telegrams, reports, and other documentation related to Demining program matters. Maintained in chronological order by the Office Manager.

Permanent. Cutoff at end of calendar year. Hold in current file area for 2 years and transfer to Records Service Center. Transfer to WNRC when 10 years old. Transfer to the National Archives when 25 years old. (New item)

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

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

2. Administrative Subject Files

a. File contains administrative records related to a variety of matters pertaining to Humanitarian Demining Programs. Includes telegrams, memoranda, reports, etc. Arranged by subject. 1999 to present.

Temporary. Cutoff at end of calendar year. Hold in current file area for two years and then destroy. (Ref. GRS 23, item 1)

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

Temporary. Delete once recordkeeping copy has been produced (GRS 23, item 10a)

3. Time and Attendance Source Records

File contains duplicate copies of office time and attendance records upon which leave input data is based, such as Tatel /PC (draft and final report); DS-1216, Leave Statements; and leave applications for jury duty.

Temporary. Cutoff at end of calendar year. Destroy when no longer needed, or when two years old, whichever is sooner. (GRS 2, item 7) (New item)

4. Mail Registration and Receipts

File contains records relating to incoming or outgoing registered mail pouches, registered, certified, insured, and special delivery mail including receipts and return receipts. Included are Forms for Registered Mail and Registered Mail Invoice.

Temporary. Destroy when one year old. (GRS 12, item 5a) (New item)

5. Program/Project Files

a. Case files contain material related to the planning, implementation, operation, and completion of projects involved with U.S. humanitarian demining activities. Includes telegrams, memoranda, reports, and other documentation dealing with demining programs. Arranged by subject or by country. 1999 to present.

Volume on hand:	five cubic feet
Growth:	two to three cubic feet annually

Permanent. Cutoff at end of project. Hold in current file area and retire to Records Service Center five years after completion of project. Transfer to WNRC 10 years after project complete. Transfer to National Archives 25 years after project complete. (New item)

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

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

6. Policy and Procedures Files

a. File contains information on policies, procedures and programs related to U.S. position on humanitarian mine action assistance. Includes telegrams, memoranda, reports, and other documentation pertaining to decisions and recommendations of on Humanitarian Demining Programs. Arranged by project or by country. 1999 to present.

Volume on hand:	four cubic feet
Growth:	two to three cubic feet annually

Permanent. Cutoff at end of calendar year. Hold in current file area and retire to Records Service Center when two years old. Transfer to WNRC when 10 years old. Transfer to National Archives when 25 years old. (New item)

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

Temporary. Delete once recordkeeping copy has been produced. ~~(GRS 23, item 10a)~~

7. Demining Interagency Working Group Files/Policy Coordination Committee Subgroup Files

a. File contains meeting announcements, agenda, proposals submitted for review, and recommendations for action. HDP serves as Chair. File is arranged chronologically by date of meetings. Covers period 1999 to present.

Volume on hand:	two cubic feet
Growth:	one-half cubic foot annually

Permanent. Cutoff at end of calendar year. Hold in current file area and retire to Records Service Center when ten years old. Transfer to WNRC when 20 years old. Transfer to National Archives when 25 years old. (New item)

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

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

8. Demining Firm fixed Price Contracts, Integrated Mine Action Services (IMAS) Files

a. File contains duplicate copies of letters, memoranda, contracts, and reports related to Firm fixed price IMAS contracts.

Temporary. Destroy upon termination or completion and final payment of contract. (GRS 3, item 3c). (New item)

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

Temporary. Delete once recordkeeping copy has been produced. (GRS 3, item 18a)

9. Demining Cost Type Contracts and Grants

a. File contains duplicate copies of letters, memoranda, and other documentation related to cost type contracts and grants.

Temporary. Destroy upon termination or completion and final payment of contract. (GRS 3, item 3c) (New item)

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

Temporary. Delete once recordkeeping copy has been produced. (GRS 3, item 18a)

10. Demining Budget Submissions

a. File contains copies of budget estimates and justifications prepared by office for submission to senior management.

Temporary. Cutoff at end of fiscal year. Hold in current file area and retire to Records Service Center one year after cutoff. Destroy three years after close of fiscal year covered. (New item)

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

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

11. Demining Financial Plans and Related Material

a. File contains copies of administrative records related to the financial plan and documentation supporting financial plan obligations.

Temporary. Cutoff at end of fiscal year. Hold in current file area and retire to Records Service Center one year after cutoff. Destroy three years after close of fiscal year covered. (New item)

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

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

12. Demining Allocation Memoranda and Congressional Notifications

a. File contains memoranda requesting approval for use of funds for U.S. Humanitarian Demining Program activities. 1999 to present.

Temporary. Cutoff at end of calendar year. Hold in current file area and destroy 2 years after cutoff. (New item)

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

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

13. Publications

a. A record copy of each publication produced either by the Department of State or for the Department of State regarding U.S. efforts in global humanitarian demining efforts. Such publications include "To Walk the Earth in Safety: The United States Commitment to Humanitarian Demining," "Hidden Killers," and other such publications regarding demining initiatives.

Permanent. Cutoff at end of calendar year. Hold in current file area and retire to Records Service Center 2 years after cutoff. Transfer to WNRC 5 years after cutoff. Transfer to the National Archives when 25 years old in 5-year blocks. (New item)

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

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