

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> (See Instructions on reverse)		<b>LEAVE BLANK (NARA use only)</b>	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER N1-59-01-24	DATE RECEIVED 4/11/02
1. FROM (Agency or establishment) Department of State		NOTIFICATION TO AGENCY	
2. MAJOR SUBDIVISION Bureau of Political-Military Affairs (PM)		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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 Assistant Secretary/Deputy Assistant Secretary			
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. Cal</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 3 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 04/02/09	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 GRS OR SUPERSEDED JOB CITATION	10.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 pages.		

*24 Copies sent to Agency, 11 copies NARA, 11 copies*

April 5, 2002

## **BUREAU OF POLITICAL-MILITARY AFFAIRS (PM)**

### **Assistant Secretary and Deputy Assistant Secretaries**

#### **1. Chronological Files**

a. Contains documents signed by the Assistant Secretary for Political-Military Affairs, Principal Deputy Assistant Secretary, Deputy Assistant Secretaries, Special Assistant, and other Principals for the Bureau of Political-Military Affairs. Includes memorandums, in-house memorandums, Daily Activity Reports, correspondence, telegrams, reports, and other documentation on substantive policy and program issues. Maintained by the staff assistants and separate file maintained by the secretary containing official and personal correspondence. Also includes some incoming material. Files arranged chronologically.

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 five years old. Transfer to National Archives when 25 years old in five-year blocks. (Ref. N1-59-92-40, item 1, N1-59-92-40, item 4, N1-59-96-8, N1-59-92-40, item 13)

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

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

#### **2. Electronic Tracking System**

Electronic database on all outgoing correspondence signed by the Assistant Secretary, identifying type of correspondence, date received, drafting office, drafter, action, location of action, and SS number.

a. Paper

Permanent. Print out annually and retire with related chronological files to the Records Service Center when two years old. Transfer to WNRC when five years old. Transfer to the National Archives when 25 years old in five-year blocks. (Ref. N1-59-92-40, item 2a)

b. Electronic copy

Temporary. Delete when no longer needed and paper copy has been produced. (Ref. N1-59-92-40, item 2b)

#### **3. Schedules of Daily Activities**

a. Calendars documenting meetings, appointments, telephone calls trips, visits and other activities of the Assistant Secretary for Political-Military Affairs.

Temporary. Cutoff at end of calendar year. Hold in current file area. Destroy upon departure of the Assistant Secretary. (Ref. N1-59-92-40, item 3)

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

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

#### **4. Congressional Questions and Answers**

- a. Copies of all incoming and outgoing correspondence for congressional questions and answers.

Temporary. Destroy when two months old. (Ref. N1-59-92-40, item 6)

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

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

#### **5. Congressional Inquiries**

- a. Copies of incoming congressionals and the action office response.

Temporary. Destroy two months after response. (Ref. N1-59-92-40, item 7)

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

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

#### **6. Tasker File**

Requests by Office of the Secretary of State and the Secretariat Staff for responses or information on political/military issues. Contains original correspondence, cover sheets, and final response by the action office.

- a. Paper copies

Temporary. Destroy when three months old. (Ref. N1-59-92-40, item 8a)

- b. Electronic Tracking System.

Temporary. Destroy when no longer needed. (Ref. N1-59-92-40, item 8b)

#### **7. NODIS Files**

- a. Copies of all incoming and outgoing cables, memorandums or other documentation with NODIS restriction.

Temporary. Destroy when two months old. (Ref. N1-59-92-40, item 9a)

- b. Log books containing the cable or Secretariat number and subject.

Temporary. Cutoff on an annual basis. Block on an annual basis and destroy when three years old. (Ref. N1-59-92-40, item 9b)

## **8. EXDIS Files**

- a. Copies of all EXDIS cables, memorandums and other documents.

Temporary. Destroy when two months old. (Ref. N1-59-92-40, item 10a)

- b. Log books

Temporary. Cutoff on an annual basis. Block on an annual basis and destroy when two years old. (Ref. N1-59-92-40, item 10b)

## **9. Roger Channel Messages**

Copies of all Roger Channel documents with limited distribution.

Temporary. Destroy when one month old. (Ref. N1-59-92-40, item 11)

## **10. National Security Directives (NSD)**

Copies of the NSD used as reference.

Temporary. Destroy when ten years old. (Ref. N1-59-92-40, item 12)

## **11. Program Files**

- a. Files of the Special Assistant, Principal Deputy Assistant Secretary, Deputy Assistant Secretaries, and other Principals for the Bureau of Political-Military Affairs. Files arranged chronologically and contain background and supporting documentation on issues under the responsibility of the Deputy Assistant Secretaries.

Permanent. Cutoff at end of calendar year. Hold in current file area and retire to Records Service Center when three years old. Transfer to National Archives when 25 years old in five-year blocks. (Ref. N1-59-92-40, item 14)

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

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