

REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)
WASHINGTON, DC 20408

1. FROM (Agency or establishment)
Department of State

2. MAJOR SUBDIVISION
Bureau of Intelligence and Research

3. MINOR SUBDIVISION
Office of Intelligence Coordination (INR/IC)

4. NAME OF PERSON WITH WHOM TO CONFER
Alice S. Ritchie

5. TELEPHONE
(202) 261-8345

LEAVE BLANK (NARA use only)

JOB NUMBER
N11-59-02-4

DATE RECEIVED
3/25/02

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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 ARCHIVIST OF THE UNITED STATES

11-22-02 *John W. Paul*

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 7 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
09/24/02

SIGNATURE OF AGENCY REPRESENTATIVE
Margaret G. Peppe

TITLE
Acting
Division Chief, R/RPS/IPS/PP

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 GRS OR SUPERSEDED JOB CITATION	10.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.		

See course contract to Agency, NARA

UNCLASSIFIED

September 12, 2002

**Bureau of Intelligence Research
Office of Intelligence Coordination (INR/IC)**

1. Subject File

a. File contains reports, memorandums, telegrams, briefing material, intelligence reports, and other correspondence. The files relate to the policies, plans, operations, and activities of the office. Arranged alphabetically by subject. 1996 to present (New item)

Permanent. Cut off at end of calendar year. Hold in current file area for 5 years and retire to Records Service Center. Transfer to National Archives SCI storage when 25 years old.

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

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

2. Visa Case File

a. File includes FBI correspondence about visa applications of certain foreign officials. 1993 to present (New item)

Permanent. Cut off at end of calendar year. Hold in current file area 10 years and retire to Records Service Center. Transfer to National Archives SCI storage when 25 years old.

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

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

3. Interagency Committee File

a. File contains documents related to the activities of an interagency committee to which INR is the State representative. File arranged by fiscal year. 1987 to present (New item)

Permanent. Cut off at end of fiscal year. Hold in current file area 5 years and retire to Records Service Center. Transfer to National Archives SCI storage when 25 years old.

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

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

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4. Country Working File

- a. File contains telegrams and other documents from Intelligence Community agencies. (New item)

Permanent. Cut off at end of calendar year. Hold in current file area 5 years and retire to Records Service Center. Transfer to National Archives SCI storage when 25 years old.

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

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

5. National Counter Intelligence Policy Board (NACIPB) File

File room open shelves

- a. File contains agendas and other documents relating to the activities of the board. State is a member of this board. (New item)

Permanent. Cut off at end of calendar year. Hold in current file area 5 years and retire to Records Service Center. Transfer to National Archives SCI storage when 25 years old.

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

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

6. Joint Working Group File

- a. File contains reports and other agency materials necessary to coordinate the evaluation of responses with the Department's geographic bureaus. INR is the State representative to the working group, which meets bimonthly. Annual report responses formerly prepared are no longer required. (New item)

Permanent. Cut off at end of calendar year. Hold in current file area 5 years and retire to Records Service Center. Transfer to National Archives SCI storage when 25 years old.

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

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

7. Overseas Embassy Yearly walk-in Files

- a. File contains emails and cables used as reference to provide guidance to overseas posts concerning administrative procedures for handling walk-ins and asylum seekers. Yearly updates. (New item)

Permanent. Cut off at end of calendar year. Hold in current file area 5 years and retire to Records Service Center. Transfer to National Archives SCI storage when 25 years old.

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

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

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8. Support to East European Democracies (SEED) File

a. File contains documents needed to respond to EUR and H initiated Tasker for INR preparation of the classified section of the SEED Act. File also contains copies of reports from previous years. 1995 to present. (New item)

Permanent. Cut off at end of fiscal year. Hold in current file area 15 years and then retire to Records Service Center. Transfer to National Archives SCI storage when 25 years old.

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

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

9. Agreement Request File

a. File contains requests from country desks seeking information on proposed foreign ambassadors to U.S. 1993 to present (New item)

Permanent. Cut off at end of calendar year. Hold in current file area 5 years and retire to Records Service Center. Transfer to National Archives SCI storage when 25 years old.

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

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

10. National Visa Center (NVC) Files

a. File contains documents resulting from coordination of access procedures. 1995 to present. (New item)

Permanent. Cut off at end of calendar year. Hold in current file area 15 years and then retire to Records Service Center. Transfer to National Archives SCI storage when 25 years old.

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

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

11. No Foreign Policy Objection (NFPO) File

a. File contains information related to counterintelligence activities within the U.S. 1990 to present. (New item)

Permanent. Cut off at end of calendar year. Hold in current file area for 15 years and retire to Records Service Center. Transfer to National Archives SCI storage when 25 years old.

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

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

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12. Counterintelligence File

a. File contains country specific information on hostile intelligence service activities. Arranged by country. 1980 to 1993. (New item)

Permanent. Cut off at end of calendar year. Hold in current file area 5 years and retire to Records Service Center. Transfer to National Archives SCI storage when 25 years old.

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

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

13. Chronological File

a. File contains duplicate copies of incoming and outgoing correspondence such as telegrams, memorandums, and letters that are maintained in chronological order and used for reference purposes only.

Temporary. Cut off at end of calendar year. Hold in current file area and destroy when 2 years old.

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

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

14. Joint Intelligence Community Law Enforcement Working Group (JICLE) File

a. File contains material and reports received and generated that are related to the operation of the JICLE. INR/IC is the Department of State representative to the working group. (New item)

Permanent. Cut off at end of calendar year. Hold in current file area for 15 years and retire to Records Service Center. Transfer to National Archives SCI storage when 25 years old.

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

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

15. Foreign Disclosure Working File

a. File contains information pertaining to Department of State requests to Intelligence Community (IC) agencies for release of intelligence information to foreign governments and requests from IC agencies for release of State information to foreign governments. (New item)

Permanent. Cut off at end of calendar year. Hold in current file area 5 years and retire to Records Service Center. Transfer to National Archives SCI storage when 25 years old.

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

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

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16. Special Access File

a. File contains memoranda and other documents related to policy for coordination of material for use in a Special Access Program. Information is used to produce a twice-yearly memorandum to the Under Secretary for Political Affairs. Filed chronologically. 1996 to present (New item)

Permanent. Cut off at end of calendar year. Hold in current file area for 10 years and retire to Records Service Center. Transfer to National Archives SCI storage when 25 years old.

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

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

17. Leahy-Huddleston Annual Report to Congress File

a. File contains information on travel restrictions, privileges, and immunities of diplomats and officials assigned to the U.S. from countries considered to be national security threats to the U.S. Used for coordinating preparation of the congressionally mandated Leahy-Huddleston report. Report is produced by INR for signature of the President. Arranged chronologically. 1984 to present (New item)

Permanent. Cut off annually. Hold in current file area 20 years and retire to Records Service Center. Transfer to National Archives SCI storage when 25 years old.

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

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

18. Department of Justice (DoJ) Criminal Investigation Search Case File

a. File contains information related to requests from the Department of Justice seeking State Department information that will support the Government's case. INR coordinates the Department-wide search and response. Filed by defendant's identity. 1996 to present. (New item)

Temporary. Cut off at end of calendar year case is closed. Hold in current file area 5 years and then destroy.

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

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

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19. FOIA Request File

File created for processing results of FOIA searches that produce SCI material. Consist of the original request, a copy of the reply, and related supporting files which may include the official file copy of requested record or copy thereof. INR/IC is the repository for all requests containing SCI information.

a. Correspondence and supporting documents (excluding the official file copy of the records requested if filed herein).

(1) Granting access to all the requested records.

Temporary. Destroy two years after date of reply. (Ref. GRS 14, item a (1))

(2) Responding to requests for nonexistent records, to requesters who provide inadequate descriptions, and to those who fail to pay agency reproduction fees.

(a) Request not appealed.

Temporary. Destroy two years after date of reply. (Ref. GRS 14, item a (2)(a))

(b) Request appealed.

Temporary. Destroy in accordance with approved Department disposition instructions for the related record or with the related FOIA request, whichever is later. (Ref. GRS-14, item 12b.)

(3) Denying access to all or part of the records requested.

(a) Request not appealed.

Temporary. Destroy 6 years after date of reply. (Ref. GRS 14, item 11 a. (3)(a))

(b) Request appealed.

Temporary. Destroy 6 years after final determination by Department, 6 years after the time at which a requestor could file suit, or 3 years after final adjudication by the courts, whichever is later. (Ref. GRS 14, item 12a.)

b. Official file copy of requested records.

Temporary. Dispose of in accordance with approved Department disposition instructions for the related records or with the related FOIA request, whichever is later. (Ref. GRS 14, item 12b.)

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

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

20. FOIA Appeals File

File created in responding to administrative appeals under the FOIA for release of information denied by the Department, consisting of the appellant's letter, a copy of the reply thereto, and related supporting documents, which may include the official file copy of records under appeal or copy thereof.

- a. Correspondence and supporting documents (excluding the file copy of the records under appeal if filed herein).

Destroy 6 years after final determination by Department, 6 years after the time at which a requestor could file suit, or 3 years after the final adjudication by the courts, whichever is later.

- b. Official file copy of records under appeal.

Dispose of in accordance with approved Department disposition instructions for the related record or with the related FOIA request, whichever is later.

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

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

21. FOIA Control File

File maintained for control purposes in responding to requests, including registers and similar records listing date, nature, and purpose of request and name and address of requester.

- a. Registers or listing.

Temporary. Destroy 6 years after date of last entry. (Ref. GRS 14, item 13a.)

- b. Other files

Temporary. Destroy 6 years after final action by the Department or after final adjudication by courts, whichever is later. (Ref. GRS 14, item 13b.)

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

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

22. Reference File

Extra copies of publications, reports, and other material collected and used strictly as reference or research tools. This item does not cover any documents created or received by INR/IC in conducting its program responsibilities. (Nonrecord)

Temporary. Destroy when superseded or no longer needed.