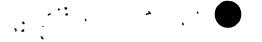
REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER		
(See Instructions on reverse)				
: NATIONAL ARCHIVES and RECORDS ADA WASHINGTON, DC 20408		DATE RECEIVED	7/03	
1. FROM (Agency or establishment) Department of State		NOTIFICATION TO AGENCY		
2. MAJOR SUBDIVISION Under Secretary for Public Diplomacy and Public Affairs (R)		In accordance with the provisions of 44 U.S.C. 3303a the disposition request,		
3. MINOR SUBDIVISION		for ite s that may be mark not approved " or "withdray	pproved except ed "disposition vn" in column 10.	
NAME OF PERSON WITH WHOM TO CONFER	5. TELEPHONE (202) 261-8511	DATE ARCHIVIST OF THE UNITED STATES		
ice S. Ritchie	(202) 201 0011	11-17-03/10/20	How and	
this agency or will not be needed after the re e General Accounting Office, under the provi gencies, is not required; is a TE SIGNATURE OF AGENCY REP Margaret G. Peppe Hour	isions of Title 8 of the GAO M uttached; or has RESENTATIVE TITLE	that written concurrence f anual for Guidance of Fe s been requested. nief, A/RPS/IPS/PP	rom deral	
7. 8. DESCRIPTION OF ITEM AND P		9. GRS OR SUPERSEDED	10. ACTION TAKEN (NARA	
· ·				
5-109 9/16/03 NSN 7540-00-63 PREVIOUS EDITION N	4-4064 IOT USABLE	STANDARD FORM	I 115 (REV. 3-9 Prescribed by NAR 36 CFR 122	

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June 10, 2003 Revised Sept. 3, 2003

Under Secretary for Public Diplomacy and Public Affairs (R)

Under Secretary Files.

1. Subject File

File contains correspondence, notes, reports, memoranda, memcons, special requests, briefing books, trip logs, and other materials, both originals and copies, including supporting records (papers, correspondence, raw data, comments, drafts, etc.) Recordkeeping copy (paper).

Disposition. PERMANENT: Cut off at end of calendar year. Retire to Records Service Center immediately. Records Service Center will transfer to WNRC when 5 years old. Transfer to National Archives when 25 years old in 5-year blocks.

2. Chronological File

File contains extra copies of communications, correspondence, and other documents arranged in order of occurrence alphabetically or by post, division, or other method, and used as a general reading or reference file.

Disposition. PERMANENT: Cut off at end of calendar year. Retire to Records Service Center when 3 years old. Records Service Center will transfer to WNRC when 5 years old. Transfer to National Archives when 25 years old in 5-year blocks. (Ref: N1-306-87-9, Item 2)

3. Speeches

Text versions of speeches by the Under Secretary. Recordkeeping copy (paper).

Disposition. PERMANENT: Cut off at end of calendar year. Retire to Records Service Center when 3 years old. Records Service Center will transfer to WNRC when 5 years old. Transfer to National Archives when 25 years old in 5-year blocks.

4. Schedules of Daily Activities

File contains calendars, appointment books, schedules, logs, and other records documenting daily activities of the Under Secretary and assistants in an official capacity:

a. Records containing substantive information, which have not been incorporated in memoranda, reports, correspondence, or other official records. Recordkeeping copy (paper).

Disposition. PERMANENT: Cut off at end of calendar year and retire to Records Service Center immediately. Records Service Center will transfer to WNRC when 5 years old. Transfer to National Archives when 25 years old in 5-year blocks. (Ref: N1-306-89-11, item 2(a))

b. Records contain routine non-substantive information. Includes simple lists of dates, times, and names or places of appointments.

Disposition. TEMPORARY: These records can be destroyed at the end of incumbency. (Ref: N1-306-89-11, item 2(b))

File containspector the internal administration and housekeeping activities of the office rather than the 5. Administrations for which the office <u>rds of</u> <u>Recordkeeping copy (paper)</u>.

Disposition. TEMPORARY: (GRS 23, item 1) Cut off at end of calendar year. Destroy records whom - -

6. Personal Assistant Subject File

File contains correspondence, memcons, memoranda, reports, briefings, and related materials. Recordkeeping copy (paper).

Disposition. PERMANENT: Cut off at end of calendar year. Retire to Records Service Center immediately. Records Service Center will transfer to WNRC when 5 years old. Transfer to National Archives when 25 years old in 5-year blocks.

7. Meetings File

File contains correspondence, memcons, memoranda reports, briefings, and other materials related to proposed and scheduled meetings. Recordkeeping copy (paper).

Disposition. PERMANENT: Cut off at end of calendar year. Retire to Records Service Center when 5 years old. Records Service Center transfer to WNRC when 10 years old. Transfer to NARA when 25 years old in 5-year blocks. (New item)

8. Correspondence File

File contains correspondence, resumes, and related materials received from non-government sources. (Recordkeeping copy (paper).

Disposition. TEMPORARY: Destroy when 3 years old. (New item)

File contains duplicate File	maintained elsewhere in this schedule.	(Dtoose
Disposition. TEMPORARY:	Copies of records Destroy when no longer needed for re	eference. (realized)

10. Electronic Mail and Word Processing System Copies

Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate recordkeeping copy of the records covered by other items in the schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.

"
Copies that have no further administrative value after the recordkeeping copy is made. Includes items reflect a print copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives that used on 3/8/19 by Mark Sgambettera

Disposition: TEMPORARY. Destroy/Delete within 180 days after the recordkeeping copy has been produced. (New item)

-b. Copies used for dissemination, revision, or updating that is maintained in addition to the	Obsolete. Jee
recordkeeping copy.	note obove
	2/8/19

Disposition: TEMPORARY. Destroy/delete when dissemination, revision, or updating is completed. (New item)