

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> <i>(See Instructions on reverse)</i>		LEAVE BLANK (NARA use only)	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER	N1-59-036
1. FROM (Agency or establishment) Department of State		DATE RECEIVED	6/27/03
2. MAJOR SUBDIVISION Under Secretary for Public Diplomacy and Public Affairs (R)		NOTIFICATION TO AGENCY	
3. MINOR SUBDIVISION		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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	5. TELEPHONE	DATE	ARCHIVIST OF THE UNITED STATES
Alice S. Ritchie	(202) 261-8511	11-17-03	<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 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	SIGNATURE OF AGENCY REPRESENTATIVE	TITLE
Sept. 5, 2003	Margaret G. Peppé <i>Margaret G. Peppé</i>	Division Chief, A/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 GRS OR SUPERSEDED JOB CITATION	10.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 sheets.		

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))

#### **5. Administrative File**

File contains records of the internal administration and housekeeping activities of the office rather than the functions for which the office exists. Recordkeeping copy (paper).

Disposition. TEMPORARY: Cut off at end of calendar year. Destroy records when 2 years old.  
(GRS 23, item 1)

#### **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)

#### **9. Reference File**

File contains duplicate copies of records maintained elsewhere in this schedule. Retained for reference purposes only.

Disposition. TEMPORARY: Destroy when no longer needed for reference. (Non-record)

## **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.

- a. Copies that have no further administrative value after the recordkeeping copy is made. Includes 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 only to produce the recordkeeping copy.

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 recordkeeping copy.

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