

REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse)		LEAVE BLANK (NARA use only)	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER	N1-59-04-5
1. FROM (Agency or establishment) Department of State		DATE RECEIVED	5/17/04
2. MAJOR SUBDIVISION Bureau of Intelligence and Research		NOTIFICATION TO AGENCY	
3. MINOR SUBDIVISION Current Intelligence Staff		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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	10-27-04	<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 1 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
4/22/2004	Margaret G. Peppe <i>Margaret G. Peppe</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 GRS OR SUPERSEDED JOB CITATION	10.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 attached.		

SA 11/1/04 copies sent to Agency, NARA, NARA, NARA

**INTELLIGENCE and RESEARCH
CURRENT INTELLIGENCE STAFF
RECORDS DISPOSITION SCHEDULE**

1. Night Owl Notes

Description: One-page report for the Secretary of State covering the three to four most important intelligence items received overnight or over the course of the weekend (Weekend Wrap-up)

Disposition: Permanent. Cut off at the end of the calendar year and retire to SCI storage at the RSC. Transfer to the National Archives when 30 years old.

2. INR Watch Office Log

Description: Daily log of all significant actions taken by INR Watch Office.

Disposition: Permanent. Cut off at the end of the calendar year and retire to SCI storage at the RSC. Transfer to the National Archives when 30 years old.

DispAuthNo. NI-59-91-10, item 8

3. Program Files

Description: Correspondence such as reports, memorandums, telegrams, intelligence reports, briefing papers, and other material pertaining to current intelligence and the work of the Current Intelligence Staff. Maintained in chronological order.

Disposition: Permanent. Cut off at the end of the calendar year and retire to SCI storage at the RSC. Transfer to the National Archives when 30 years old.

4. Electronic Mail and Word Processing System Copies

Description: Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by the other items in this 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 are used only to produce the recordkeeping copy.

Disposition: Destroy/delete within 180 days after the recordkeeping copy has been produced.

- b. Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy.

Disposition: Destroy/delete when dissemination, revision, or updating is completed