

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> (See Instructions on reverse)		<b>DO NOT WRITE IN THESE SPACES</b> (NARA use only)	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER	NI-59-05-8
1. FROM (Agency or establishment) Department of State		DATE RECEIVED	1/27/05
2. MAJOR SUBDIVISION Bureau of Political and Military Affairs (PM/ISO/PMAT)		NOTIFICATION TO AGENCY	
3. MINOR SUBDIVISION Political Military Action Team		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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 Alice S. Ritchie	5. TELEPHONE (202) 261-8511	DATE	ARCHIVIST OF THE UNITED STATES
		1/18/05	Althea Benoit

**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
1/18/05	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 GRS OR SUPERSEDED JOB CITATION	10.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 pages.		

*(10/19/05)*  
*29 1/18/05 copies sent to Agency, NWMD, NWME, NWMW, NWCT*

**BUREAU OF POLITICAL AND MILITARY AFFAIRS OFFICE OF  
INTERNATIONAL SECURITY OPERATIONS (PM/ISO)**

**POLITICAL MILITARY ACTION TEAM**

**1. Execute Orders (EXORDS)**

DESCRIPTION: Contains copies of incoming e-mail requests from the Joint Chiefs of Staff (JCS) to execute military action/operations. Also contains Clearance Tracking Sheet that is distributed internally within State to elicit from interested Department components comments and clearance on the JCS requests. Responses are prepared and returned to JCS. Files cover period of 2001 to present.

DISPOSITION: PERMANENT. Cutoff at end of calendar year. Hold in current file area for one year. Officers screen files and retain only substantive information. Retire to records storage facility. Transfer to National Archives when 25 years old.

**2. Deployment Orders (DEPORDS)**

DESCRIPTION: File contains copies of documents from JCS requesting deployment of U.S. troops and equipment to specific point or theater of operations.

DISPOSITION: PERMANENT. Cutoff at end of calendar year. Hold in current file area for 1 year and retire to RSC. Officers screen material and retain only substantive documents. Transfer to National Archives when 25 years old.

**3. SITREP Reports**

DESCRIPTION: File contains copies of reports produced daily by ISO for principal officers, political advisors, military commands and bureaus concerned. Reports produced from information received from multiple sources, including other agencies and various websites. Also includes other office or agency material used to generate SITREP items if not specifically cited in the sitreps.

DISPOSITION: PERMANENT. Cutoff at end of calendar year. Hold in current file area 1 year and to records storage facility. Transfer to National Archives when 25 years old.

**4. Task Force 3 Country Subject Files**

DESCRIPTION: File contains copies of Excel spreadsheets produced by political-military unit of Counter Terrorism Task Force 3 during its operation. Spreadsheets provide information related to which countries offered what assistance after 9/11, including the use of foreign forces and/or facilities. Files consist of two cubic feet of records covering the period 9/11/01 to 11/01/01.

DISPOSITION: PERMANENT. Cutoff at end of calendar year. Hold in current file area 1 year and retire to records storage facility. Transfer to National Archives when 25 years old.

## **5. Tracking and Control Records (Logs)**

DESCRIPTION: Paper and electronic logs and other records used to control or document the status of correspondence, reports, or other records that are authorized for destruction by the GRS or a NARA-approved SF-115.

DISPOSITION: TEMPORARY. Destroy or delete when 2 years old, or 2 years after the date of the last entry, whichever is applicable. (GRS 23, item 8)

## **6. Rules of Engagement (ROE's)**

DESCRIPTION: File contains copies of State Department comments on or clearance of Joint Chiefs of Staff (JCS) proposals to issue rules of engagement for U.S. forces operating against terrorism in other countries.

DISPOSITION: PERMANENT. Cutoff at end of operation and retire to records storage facility. Transfer to National Archives when 25 years

## **7. EXSEC to EXSEC File**

DESCRIPTION: File contains formal memoranda from Executive Secretaries of Department of State (DoS) and Department of Defense (DoD) requesting DoD cooperation to facilitate foreign government official's access to foreign nationals held at Guantanamo. Deals with operational issues and not policy. Records deal with requirement, formal request/answer, and establishment of points-of-contact.

DISPOSITION: PERMANENT. Cutoff at end of calendar year. Hold in current file area 1 year and retire to records storage facility. Transfer to National Archives in 25

## **8. Interdiction Operations File**

DESCRIPTION: File contains copies of e-mail chains and other materials related to requests for maritime and other types of counter terrorism interdictions. ISO/PMAT is the primary action office and coordinates requests among embassies and bureaus affected and establishes lines of communication between the Joint Chiefs of Staff (JCS), military commands, and Department of State and embassy members involved. Records organized in general program files by exercise, standard operating procedures (SOP) and lessons learned, ship name and action number by ship.

DISPOSITION: PERMANENT. Retain general program files for as long as program is operational. After program ends, retire records to storage facility and transfer to National Archives when 25 years old. Retain specific operations files until one year after latest action on specific ship and transfer to National Archives after 25 years old.

## **9. Crisis Status Reports (EXCEL Spreadsheets)**

DESCRIPTION: Crisis Country Status Reports distributed to the Secretary of State, principals, bureaus affected, and USUN. Elements of information contained in reports include date, country involved, projected forces, current forces, and status.

- a. Hard copy reports. File organized and maintained by country and date.

DISPOSITION: PERMANENT. Cutoff upon completion of crisis. Hold in current file area 1 year and retire to records storage facility. Transfer to National Archives when 25 years old in 5 year blocks

- b. Electronic data.

DISPOSITION TEMPORARY. Preserve for one year after completion of crisis and then delete when no longer needed.

#### **10. 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 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: TEMPORARY. Destroy/delete within 180 days after the recordkeeping copy has been produced (GRS-23, item 10a).

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

DISPOSITION: TEMPORARY. Destroy/delete when dissemination, revision, or updating is completed (GRS-23, item 10b).