

**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  
Office of the Under Secretary for Global Affairs and Coordinator (G)

3. MINOR SUBDIVISION  
Office to Monitor and Combat Trafficking in Persons (G/TIP)

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

5. TELEPHONE  
(202) 261-8511

**...AVE BLANK (NARA use only)**

JOB NUMBER  
NT-59-06-3

DATE RECEIVED  
10/11/05

**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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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  
2/12/08

ARCHIVIST OF THE UNITED STATES  
*Mr. Wentz*

**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 2 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<br>8/3/2005 | SIGNATURE OF AGENCY REPRESENTATIVE<br>Margaret G. Peppe <i>Margaret G. Peppe</i> | TITLE<br>Department Records Officer / 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 GRS OR SUPERSEDED JOB CITATION | 10.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.                         |                                   |                                  |

*2d 11/21/05 copie sent to Agg. [unclear], [unclear], [unclear]*

### **1. Country Files**

Maintained to prepare congressionally required annual report. Arranged chronologically. The file includes memoranda, telegrams, correspondence, reports, background material and other documentation pertaining to Trafficking in People in individual countries. File contains government and open-source materials as well as classified and unclassified material.

DISPOSITION: PERMANENT. Cut off annually. Retire to the Record Service Center (RSC) when 4 years old. Transfer to WNRC when 10 years old. Transfer to the National Archives when 25 years old. (New Item)

### **2. Senior Coordinator's Reference File.**

Duplicate copies of selected documents used by the senior coordinator to monitor the progress of each year's annual report. Filed by country.

DISPOSITION: TEMPORARY. Retain for 1 year after reporting period ends. Compare to country file and transfer those documents not in country file and then destroy remaining documents. (New item)

### **3. Congressional Liaison Files**

Arranged either by Congressional Hearings or by other subject. File contains briefing books, correspondence, and all other documents prepared for congress. Includes both presentation materials and correspondence between the office staff and members and/or committees.

DISPOSITION: PERMANENT. Cut off annually. Retire to the Record Service Center (RSC) when 5 years old. Transfer to WNRC when 10 years old. Transfer to the National Archives when 25 years old. (New Item)

### **4. Program Files**

Maintained to determine eligibility of program for U.S. assistance and inclusion in federal foreign assistance programs. The file includes memoranda, telegrams, correspondence, reports, background material and other documentation pertaining to U.S. Government assistance programs. File contains government and open-source materials as well as classified and unclassified material.

DISPOSITION: PERMANENT. Cut off annually. Retire to the Record Service Center (RSC) when 4 years old. Transfer to WNRC when 10 years old. Transfer to the National Archives when 25 years old. (New Item)

## **5. Annual Reports/Publications.**

- a. Record copy of interim reports when required and annual report submitted to congress. Other reports or publications prepared by the Office to Combat Trafficking.

DISPOSITION: PERMANENT. Cut off annually. Retire to the Record Service Center (RSC) when 4 years old. Transfer to WNRC when 10 years old. Transfer to the National Archives when 25 years old. (New Item)

- b. Supplemental copies of reports and publications.

DISPOSITION: TEMPORARY. Retain for 3 years then destroy.

## **6. 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 used only to produce the recordkeeping copy.

TEMPORARY: 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.

TEMPORARY: Delete when dissemination, revision, or updating is completed.