

<b>Request for Records Disposition Authority</b> (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 Bureau of Intelligence and Research (INR/R)	
3. Minor Subdivision	
4. Name of Person with whom to confer Margaret E. Keapproth	5. Telephone (include area code) 202-663-2170

<b>Leave Blank (NARA Use Only)</b>	
Job Number	N1-59-066
Date Received	11/10/05
<b>Notification to Agency</b> 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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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 10/11/07	Archivist of the United States <i>[Signature]</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 5 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       has been requested

Signature of Agency Representative Margaret G. Peppe <i>Margaret G. Peppe</i>	Title Agency Records Officer	Date (mm/dd/yyyy) 07-24-2007
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7. Item Number	8. Description of Item and Proposed Disposition	9. GRS or Superseded Job Citation	10. Action taken (NARA Use Only)
	See continuation pages.		

*SA 10/29/07 Copies sent to Agency, NWMN, NWME, NWMU, NWCTC*

115-109 NSN 7540-00-634-4064 Previous Edition Not Usable Page \_\_\_ of \_\_\_ Standard Form 115 (Rev. 3/91) Prescribed by NARA 36 CFR 1228

*(8/13/07)*

Continuation Pages, SF-115 for INR/R Files

1. Program Files of the Director

Contains correspondence, program documents, memoranda, schedules, etc., documenting the history, function, organization, policy, planning, supervision, evidence of effectiveness, and program evaluation.

a. File Category INF (Information).

PERMANENT. Cut off at end of the calendar year. Transfer to records storage facility when 3 years old. Transfer to the National Archives in 5 year blocks when 25 years old. (Ref. N1-306-87-8, item 1a)

b. All other file categories.

TEMPORARY. Cut off at the end of the calendar year. Destroy when three years old. (Ref. N1-306-80-1, item 1)

2. RESEARCH REPORTS FILES.

File contains copy of reports, other issuances, and special analyses generated by the Office of Research.

a. Hard copy of all reports.

PERMANENT. Cut off at the end of the calendar year. Classified Research Reports will be transferred to the National Archives separated from the unclassified reports. Transfer one hard copy of each completed report, issuance, or analysis or the last draft of uncompleted projects to the National Archives every two years (i.e., in two year blocks). (Ref. N1-306-95-5, item 1)

b. Master file electronic copies of all reports covering the period 2004 to present will be provided to NARA.

PERMANENT. Cut off at the end of the calendar year. Classified Research Reports will be transferred to the National Archives separated from the unclassified reports. Transfer one electronic copy of each completed report, issuance, or analysis or the last draft of uncompleted projects to the National Archives every two years (i.e., in two year blocks). Records will be transferred in accordance with the standards for the transfer of permanent electronic records in effect at the time of transfer (36 CFR 1228.270 or its successor, as supplemented by NARA requirements related to PDF and scanned images of textual records). (New item)

### 3. RESEARCH DATA COLLECTION SURVEY PROJECTS FILES

The designations in this series are based on the last two digits of the Office of Research Data Set Naming Convention, described below. The files include the basic data file (or information on location) as well as all supporting documentation. The supporting documentation for each data collection project includes procurement documents such as copies of contracts, agreements, modifications, and changes, etc; questionnaires (foreign and English language versions); code books; a record layout and codes that match the format of the data that is transferred to the National Archives; description of sampling method; interview and field instructions; basic data file (or information on location); reports on pilot study or pretest and final data book, tabulation, or contractor report or final draft if no final report issued.

Both the dataset name on the tape and the name for the paper file of supporting documentation will follow the naming convention of Iyynnn.accaa where:

"I" is the required ADP leading alpha character for State Dept.

"yy" is the last two numbers of the fieldwork year;

"nnn" is a three digit sequential number, unique for each project in the year;

"." is a decimal point;

"a" denotes type of data: single punched (s) or multi-punched (m);

"cc" is a two digit alpha code designating the country in which the data collection takes place;

"aa" is a two letter alpha code called "KOS" (kind-of-study), designating the general substance of the research project. Group A, for Attitude (or Opinion) Study, includes AG (General publics-national, regional, or urban), AS (Exhibit visitors, refugees), AT (Target groups, elite, educated), AU (Public diplomacy, posts), AY (Youth, students), AX (Mixed publics, general and other separate samples combined), and AZ (Any other attitude or opinion data collection project). Group M, for Media Study, includes MB (Media behavior/habits, information sources, influence structure), MC (State Libraries, Cultural Centers, events, activities), ME (Exhibits), MP (Press/publications, wireless files, books, photo output), MR (Radio), MV (TV VCRs, movies, films), MW (Exchange programs), MX (Any other media data collection project). Group X, for Culture and Information ("C&I") Study, includes XC (Communist foreign activities, including radio, press, films, exhibits, exchanges, books, translations), XF (Non-communist foreign activities), XM (General media, e.g. "Fact Books," educational facilities), XP (Press, media reaction statistical analyses), and XZ (Any other C&I data collection project).

PERMANENT. Cut off master files at the end of the calendar year. Hold in current file area for six (6) months and transfer each project file, including basic data and all supporting documentation to the National Archives. All transfers of data and documentation will be done in accordance with 36 CFR 1228. (Ref. N1-306-95-5, item 2)

#### 4. CONTRACT STUDIES FILES.

This series contains the full historical contract file for any contract which both (a) did not result in a research report being issued, and (b) did not produce a collection of data. These would include reports of a heuristic nature done on contract but not released or edited as a State report, such as papers on research methodology, evaluation of research methods, or substantive reports that were rejected for further dissemination. All must have been done on contract (or some other financial arrangement) by other than State staff. Each file contains the complete history of the study including final project plan; authorization documents; procurement documents; correspondence relating to changes, execution, and completion of research contracts; and, final contractor report, or last draft if no final report was issued.

PERMANENT. Cut off at the end of the calendar year. Transfer files to the National Archives every two years (i.e., in two year blocks).  
(Ref. N1-306-95-5, item 3)

#### 5. RESEARCH DATA COLLECTION NON-SURVEY PROJECT FILES

These files include all products of focus group research projects and any other qualitative research projects as well as all supporting documentation. A focus group project will typically include verbatim transcripts, discussion guides, and details on the recruitment methods as well as details on the settings for each session and in the past has included audiovisual materials. Other qualitative research projects will include anthropological projects or historical projects that might involve intensive field notes or a collection of extensive biographical materials.

##### a. Audiovisual Materials

Files consist of audio and/or video tapes, cassettes, and disks from the focus group projects. Retention of the audiovisual materials was discontinued in CY-2006.

Disposition: TEMPORARY. Destroy audiovisual products when the INR/R analyst completes review and the quality/accuracy of the verbatim transcripts have been verified. Destroy audiovisual materials accumulated prior to discontinuation of the process.

##### b. Hard Copy Transcripts

These files consist of (1) Transcripts of the focus group sessions, discussion guides, and details on the recruitment methods as well as details on the settings for each session. (2) Other qualitative research projects such as anthropological projects or historical projects that might involve intensive field notes or a collection of extensive biographical materials.

PERMANENT. Cut off at the end of the calendar year and transfer each project at the end of six months in the following year to the National Archives.  
(New item)

## 6. MEDIA REACTION

Database containing Media Reports and Documentation - including "Issue Focus Reports", "Early Reports", "Special Reports", and "Watch List". These documents are the successors of "Worldwide Treatment of Current Issues".

### a. Hard Copy

PERMANENT. Cut off at end of the calendar year. Transfer one copy of each report to the National Archives every two years (i.e., in two year blocks).

### b. Electronic copies.

PERMANENT. Cut off at the end of the calendar year. Transfer one electronic copy of each completed report to the National Archives every two years (i.e., in two year blocks). Records will be transferred in accordance with the standards for the transfer of permanent electronic records in effect at the time of transfer (36 CFR 1228.270 or its successor, as supplemented by NARA requirements related to PDF and scanned images of textual records) (New item)

## ~~7. 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 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.~~

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

*GRS 20, Items 13 and 14.*

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

~~Destroy/delete when the dissemination, revision, or updating is completed.~~

*GRS 20, Items 13 and 14.*

## CONCURRENCES:

Stephen M. Shaffer, R  
Director, Office of Research  
Office of the General Counsel