

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER N1-59-07-3	
TO NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received 6/4/07	
1 FROM (Agency or establishment) DEPARTMENT OF STATE		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
2 MAJOR SUBDIVISION			
3 MINOR SUBDIVISION			
4 NAME OF PERSON WITH WHOM TO CONFER Margaret Keapproth	5 TELEPHONE NUMBER 202-663-2170	DATE 8/1/07	ARCHIVIST OF THE UNITED STATES Allen [unclear]
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 _____ page(s) are not needed now for the business for 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,			
<input type="checkbox"/> is not required <input type="checkbox"/> is attached, or <input type="checkbox"/> has been requested			
DATE 6/4/2007	SIGNATURE OF AGENCY REPRESENTATIVE Margaret J. Pepera		TITLE Agency Records Officer
7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	Please see attached pages		
<i>SA 8/15/07 copies sent to agency, NWM, NWME, NWCT</i>			

1. CENTRAL FOREIGN POLICY FILE.

The official centralized file of the Department of State which incorporates records and documents of a substantive nature that establish, discuss, or define foreign policy and its development and implementation. Included are telegrams, written documents such as general correspondence, inter-agency correspondence, congressional correspondence, reports, memorandums, diplomatic notes, email messages, and other communications and documentation. Also included is metadata relating to all the documentation.

- a. **Written Correspondence System.** Text and citations to records in the Written Correspondence system or successor. Records may be on film, image, or other format.

PERMANENT. Transfer to the National Archives on an annual basis when no more than 25 years old after declassification review.

- b. **Telegrams.** Texts and header information of electronically transmitted communications.

1. Records that are Subject TAGSed with only one or more of the Subject TAGS designated as "Temporary" on the attached schedule.

Temporary. Destroy upon expiration of the longest retention period assigned to the Subject TAGS associated with a given record.

2. All other records, including all messages and citations with one or more of the Subject TAGS designated as permanent on the attached schedule.

PERMANENT. Transfer to the National Archives on an annual basis when no more than 25 years old after declassification review. NOTE: Microfilm of telegrams shall be transferred to the National Archives to serve as a backup and to fill gaps in the electronic files.

Continuation Pages
 Request for Records Disposition Authority (SF-115)
 Central Foreign Policy File
 Subject TAGS

ADMINISTRATION "A"			
Subject TAGS: AADP		Title/Description:	Disposition:
Begin: 1980	End: Present	Automated Data Processing. All automated data processing activities, including the installation, ordering and site preparation of data processing equipment, and the coordination of feasibility studies, proposed computer applications and/or changes to enhance existing programs.	Temporary. Destroy/delete when 10 years old.
Subject TAGS: AART		Title/Description.	Disposition
Begin: 1973	End: 1990	Art in Embassy Program. Used for communications relating to the art-in-embassies program, including the loan, placement, or return of art objects at post and coordination of art activities with other Federal agencies and organizations.	Temporary. Destroy/delete when 5 years old.
Subject TAGS: AAUD		Title/Description	Disposition
Begin: 1973	End: 1974	Audits. Used for matters concerning internal Department and post and external (contractor, grantee, agreement) audits performed by the Department's audit staff, and self-audits by post personnel.	Temporary. Destroy/delete when 10 years old.

This schedule applies only to the automated telegram segment of the Central Foreign Policy File. It may not be applied to the files of operating bureaus, offices, and staffs

Subject TAGS		ABLD	Title/Description	Disposition
Begin:	End:	Present	Building and Grounds. Used for the acquisition, management, and operation of U.S. owned or leased facilities and sites both domestic and foreign.	Temporary. Destroy/delete when 10 years old.
1973				
Subject TAGS		ABUD	Title/Description	Disposition
Begin:	End:	Present	Budget Services and Financial Systems. Used for budget planning and presentations, allotments, foreign currency management, exchange rate policy, reimbursements, appropriations, and administrative support for policies and procedures relating to financial systems.	Temporary. Destroy/delete when 10 years old.
1974				
Subject TAGS		ACKM	Title/Description	Disposition
Begin:	End:	Present	COMSEC Key Management. Used for all issues dealing with communications security (COMSEC), keying material and reports.	Temporary. Destroy/delete when 5 years old.
2000				
Subject TAGS		ACLM	Title/Description	Disposition:
Begin:	End:	1980	Claims Against U.S. Government. Used for matters pertaining to claims for damage to or loss of personal property of employees of the Department of State, Agency for International Development, and former U.S. Information Agency incident to the employee's service.	PERMANENT.
1973				

This schedule applies only to the automated telegram segment of the Central Foreign Policy File It may not be applied to the files of operating bureaus, offices, and staffs

Subject TAGS ACMM		Title/Description	Disposition
Begin: 1976	End: 1980	Committees. Use for matters pertaining to the establishment, operation, administration and duration of advisory, interdepartmental and department committees. The term committee applies to any board, commission, council, conference, panel, task force, or other similar group, or subcommittee or other subgroups thereof. This function includes liaison with the Office of Management and Budget, the Congress, the Library of Congress, Federal agencies of the Executive Branch and the general public.	PERMANENT.
Subject TAGS: ACMS		Title/Description:	Disposition.
Begin: 1977	End: 1980	COMSEC Material. Used for communications discussing (a) shipment and receipt of COMSEC equipment and crypto keying material and publications, including requests for resupply or new issue of such material; (b) opening or closing COMSEC accounts; (c) accountability of COMSEC and COMSEC related material (such as discrepancies in inventory reports, and incorrect preparation of SF-153 forms).	Temporary. Destroy/delete when 5 years old.
Subject TAGS: ACOA		Title/Description.	Disposition.
Begin: 1983	End: Present	Communication Operations and Administration. Covers the installation and operation of domestic and Foreign	Temporary. Destroy/delete when 5 years old.

This schedule applies only to the automated telegram segment of the Central Foreign Policy File. It may not be applied to the files of operating bureaus, offices, and staffs

		Service post communication lines and facilities and the management of COMSEC material.	
Subject TAGS: ACOM			
Begin:	End:	Title/Description.	Disposition
1973	1976	Departmental Communications. Used for matters relating to communications (telegraphic and pouch).	Temporary. Destroy/delete when 5 years old.
Subject TAGS: ACOU			
Begin:	End:	Title/Description	Disposition
1977	1980	Courier Operations. Use for all matters pertaining to courier operations and schedules, including arrangements for non-pro couriers.	Temporary. Destroy/delete when 5 years old.
Subject TAGS: ADCO			
Begin:	End:	Title/Description:	Disposition:
1989	Present	Diplomatic Courier Operations. The safe hand delivery of classified or sensitive material under diplomatic seal and in the custody of a diplomatic courier.	Temporary. Destroy/delete when 2 years old
Subject TAGS: ADPM			
Begin:	End:	Title/Description:	Disposition
1989	Present	Diplomatic Pouch and Mail. Covers the management and operation of the Department's diplomatic pouch and mail system.	Temporary. Destroy/delete when 2 years old

This schedule applies only to the automated telegram segment of the Central Foreign Policy File It may not be applied to the files of operating bureaus, offices, and staffs

Subject TAGS		Title/Description.	Disposition.
ADTO			
Begin:	End:		
1977	1980	<p>Domestic Telecommunications Operations. Used for communications discussing all aspects of telecommunications operations within the contiguous United States except those at the U.S. Mission to the United Nations, N.Y. Included is, (a) correspondence with other departments and agencies regarding arrangements for handling information interchange (in electrical form); (b) correspondence with the Department regarding telecommunications services within the Department of State building and its annexes in the Washington area e.g., secure voice, secure facsimile, telegrams, Electrical Advanced Distribution System (EADS) service.</p>	<p>Temporary. Destroy/delete when 5 years old.</p>
Subject TAGS: AEMR		Title/Description:	Disposition:
Begin:	End:		
1973	Present	<p>Emergency Planning and Evacuation. Includes measures and actions implemented to protect U.S. personnel, citizens, property and information, especially related to crisis situations.</p>	<p>PERMANENT.</p>
Subject TAGS: AFAC		Title/Description:	Disposition.
Begin:	End:		
1977	1980	<p>Commo & Records Unit/Combined Commo Centers (CRU/CCC). Used for communications discussing (a) the physical arrangements of the Post's communications center, including alterations, renovations, or new building</p>	<p>Temporary. Destroy/delete when 5 years old.</p>

This schedule applies only to the automated telegram segment of the Central Foreign Policy File It may not be applied to the files of operating bureaus, offices, and staffs

		plans (also use ABLD where appropriate); (b) TEMPEST aspects of such facilities; (c) technical security aspects of the facilities; (d) telecommunications equipment installations including shipment and storage of materials , arrival of TDY installation and training personnel and other logistics matters related to such installations; (e) EMSEC aspects of equipment installed or proposed for use at Posts.	
Subject TAGS	AFIN	Title/Description.	Disposition.
Begin: 1973	End: Present	Financial Management. The fiscal operations of the Department, Foreign Service Posts, and other federal agencies.	Temporary. Destroy/delete when 10 years old.
Subject TAGS	AFOP	Title/Description.	Disposition
Begin: 1977	End: 1980	FS Post COM Center Operations & Administration. Use for communications: discussing (a) ComCenter Standing Operating Procedures; (b) Telecommunications procedures including Telecommunications Handbook (TCH) and FAM regulations relating to communications operations (see also AREG); (c) communications security (COMSEC) procedures and regulations including S/KAG and COMSEC violations and compromises; (d) CRU personnel training matters (see also AFSP /AFSI, and APER); crypto-clearances.	Temporary. Destroy/delete when 5 years old.

This schedule applies only to the automated telegram segment of the Central Foreign Policy File. It may not be applied to the files of operating bureaus, offices, and staffs.

Subject TAGS		Title/Description:	Disposition
AFSI			
Begin: 1973	End: Present	Foreign Service Institute. The administration of training programs in support of Department and Foreign Service personnel.	Temporary. Destroy/delete when 5 years old.
Subject TAGS: AFSN		Title/Description:	Disposition:
Begin: 1986	End: Present	Foreign Service National Personnel. The administration and support of the interagency Foreign Service National (FSN) personnel system.	Temporary. Destroy/delete when 10 years old.
Subject TAGS: AFSP		Title/Description:	Disposition
Begin: 1973	End: 1980	Post Administration. Includes all matters relating to post-held funds (all allotments issued by regional bureaus) such as (a) allowances, (b) automotive operating expenses, (c) budget, (d) buildings - operating expenses of government-held buildings and short-term (less than 10 years) lease matters, (e) communications and records expenses (f) contractual and miscellaneous expenses, (g) financial plans, (h) local salary costs, (i) reimbursement, (j) shared administrative support, (k) supplies and equipment (see also ASUP) and (l) travel and transportation expenses (see also APER and ATRN). Matters related to post personnel management; position classification and compensation, staffing pattern and	Temporary. Destroy/delete when 10 years old.

This schedule applies only to the automated telegram segment of the Central Foreign Policy File It may not be applied to the files of operating bureaus, offices, and staffs

		complements (including U.S. Marine Guard complements), separate maintenance allowance applications, rest and recuperation eligibility and travel, authorization for travel and shipment of effects (for medical travel use AMED).	
Subject TAGS: AGAO		Title/Description:	Disposition:
Begin: 1976	End: Present	General Accountability Office. Covers all matters related to the U.S. General Accounting Office (GAO) activities.	PERMANENT.
Subject TAGS: AINF		Title/Description:	Disposition:
Begin: 1973	End: Present	Information Management Services. Includes the management of documents, publications and regulations; including the creation, organization, format, acquisition, disposition, and use of information and records. Also includes the administration of post reporting program and electronic documents.	PERMANENT.
Subject TAGS: AINR		Title/Description:	Disposition:
Begin: 1973	End: Present	INR Program Administration. Covers the administrative and procedural aspects of INR programs.	PERMANENT.
Subject TAGS: AINT		Title/Description:	Disposition:
Begin: 2000	End: Present	Internet Administration. Used for administration matters relating to the	Temporary. Destroy/delete when 5

This schedule applies only to the automated telegram segment of the Central Foreign Policy File. It may not be applied to the files of operating bureaus, offices, and staffs.

		installation, operation, and management of Internet in the Department and posts abroad.	years old.
Subject TAGS: ALIB			
Begin: 1973	End: 1974	Title/Description: Library Services. Used on messages concerning Departmental Library Services available to posts for official staff (non-USIA) use, including; (1) guidance and technical assistance to post reference and commercial libraries; (2) Post requests for Departmental reference or bibliographic services, (3) procurement, discontinuance or changes in quantity of published material.	Disposition. Temporary. Destroy/delete when 5 years old.
Subject TAGS: ALLOW			
Begin: 1973	End: Present	Title/Description: Allowances. Covers the implementation of regulations designed to compensate U.S. employees for the added cost of serving abroad.	Disposition Temporary. Destroy/delete when 10 years old.
Subject TAGS: ALTR			
Begin: 1973	End: 1974	Title/Description: Newsletter. Used on messages for submitting stories, pictures, ideas, and suggestions for publication in the newsletter to acquaint departmental employees at home and abroad with developments, which may affect operations or personnel.	Disposition: PERMANENT.

This schedule applies only to the automated telegram segment of the Central Foreign Policy File It may not be applied to the files of operating bureaus, offices, and staffs

Subject TAGS: AMED		Title/Description:	Disposition
Begin: 1973	End: Present	Medical Services. Messages include medical administrative arrangements, treatments, and hospitalization of U.S. employees and their dependents.	Temporary. Destroy/delete when 10 years old.
Subject TAGS: AMGT		Title/Description:	Disposition:
Begin: 1974	End: Present	Management Operations. The management and organization of the Department and overseas posts and other U.S. agencies.	PERMANENT.
Subject TAGS: AMTC		Title/Description:	Disposition.
Begin: 1977	End: Present	Telecommunications Equipment Maintenance. Covers the routine maintenance or emergency repair of telecommunications equipment.	Temporary. Destroy/delete when 5 years old.
Subject TAGS: ANET		Title/Description:	Disposition
Begin: 1977	End: Present	Communications, Circuits, and Networks. Covers the acquisition, cancellation and leasing of all types of voice communication equipment (including facilities) and telecommunication circuits and networks.	Temporary. Destroy/delete when 5 years old.
Subject TAGS: AODE		Title/Description:	Disposition.
Begin: 1976	End: Present	Overseas Employees. The reporting of the numbers of employees overseas that are funded by the U.S. Government.	PERMANENT.

This schedule applies only to the automated telegram segment of the Central Foreign Policy File. It may not be applied to the files of operating bureaus, offices, and staffs.

Subject TAGS: AOMS		Title/Description:	Disposition
Begin: 2000	End: Present	Office Management Specialist Issues. Use for the administration and support of the Departments Foreign Service Office Management Specialist Corps.	Temporary. Destroy/delete when 15 years old.
Subject TAGS: AORC		Title/Description:	Disposition:
Begin: 1983	End: Present	International Organizations and Conferences. The structure and management of international or regional organizations and conferences.	PERMANENT.
Subject TAGS: AORG		Title/Description:	Disposition:
Begin: 1973	End: 1980	International Organization Administration Use for messages concerning administrative and financial matters in international organizations, messages concerning background investigations of U.S. citizens employed by or seeking employment with international organizations; transmittal of U.S. Treasury checks for payment of U.S. contributions, authorizations to expend, and request for information. Also use for messages concerning candidates proposed by other countries for positions in international organizations.	PERMANENT.
Subject TAGS: APCO		Title/Description:	Disposition:
Begin:	End:	Pouch and Courier Operations. Covers the	Temporary.

This schedule applies only to the automated telegram segment of the Central Foreign Policy File. It may not be applied to the files of operating bureaus, offices, and staffs

1983	1988	transport of information by courier or mail pouch.	Destroy/delete when 5 years old.
Subject TAGS. APCS			
Begin:	End:	Personal Computers. Includes information on all desktop personal computer activities, including the installation, maintenance, funding, site preparation, training and procedures for the operation desktop personal computer equipment; and the funding, distribution, training and use of "commercial off-the-shelf" (COTS) desktop personal computer software.	Disposition Temporary. Destroy/delete when 10 years old.
1995	Present		
Subject TAGS APER			
Begin:	End:	Personnel. The administration and support of the Department's Civil and Foreign Service personnel.	Disposition: Temporary. Destroy/delete when 15 years old.
1973	Present		
Subject TAGS APOU			
Begin:	End:	Mail and Pouch. Used for communications concerning all matters pertaining to contents, scheduling, routing, and tracing delays of pouch dispatch and APO/FPO service. This encompasses both unclassified and classified pouches.	Disposition: Temporary. Destroy/delete when 5 years old.
1977	1980		
Subject TAGS. APUB			
Begin:	End:	Publishing, Printing & Distribution. Used for messages concerning printing and	Disposition: Temporary. Destroy/delete when 5
1973	1980		

This schedule applies only to the automated telegram segment of the Central Foreign Policy File. It may not be applied to the files of operating bureaus, offices, and staffs

		distribution of Departmental publications to posts, including request for copies of the Foreign Affairs Handbook (FAH), Foreign Affairs Manual Circulars (FAMCs), various technical handbooks, and related technical handbooks, and related transmittal letters, inquires regarding the availability of specific publications, and requests for changes in the distribution pattern. Also used for submission of data for revision, and distribution of the Biographic Register, Foreign Service List and key officers of Foreign Service Posts.	years old.
Subject TAGS: AREC		Title/Description:	Disposition:
Begin: 1973	End: 1980	Commissary and Recreation. Used for matters concerning the establishment, maintenance, and operation commissary and mess service (including snack bars) and recreation facilities at posts.	Temporary. Destroy/delete when 5 years old.
Subject TAGS: AREG		Title/Description:	Disposition:
Begin: 1973	End: 1980	Regulations and Directives. Used on messages inquiring about or suggesting changes in Foreign Affairs Manuals, handbooks, Manual Circulars, and the Correspondence Handbook. For changes in distribution of or additional copies of these publications use APUB. Use ALOW for inquiries, including requests for copies, regarding the Standardized Regulations.	Temporary. Destroy/delete when 5 years old.

This schedule applies only to the automated telegram segment of the Central Foreign Policy File. It may not be applied to the files of operating bureaus, offices, and staffs.

Subject TAGS: ASAF		Title/Description:	Disposition:
Begin: 1973	End: 1974	Safety. Includes (1) accident prevention program, including driver and vehicle safety, (2) any accident involving injuries to post personnel or contractor employees, (3) damage to equipment, materials, or property owned or leased by the Department, (4) damage to non-government property as specified in 6 FAM 610.1.	Temporary. Destroy/delete when 10 years old.
Subject TAGS: ASCH		Title/Description:	Disposition:
Begin: 1973	End: Present	U.S. Sponsored Schools. Messages dealing with elementary and secondary education for dependents of U.S. Government employees outside the United States.	Temporary. Destroy/delete when 5 years old.
Subject TAGS: ASEC		Title/Description:	Disposition:
Begin: 1973	End: Present	Security. The development, coordination, or administration of security policies and programs.	PERMANENT.
Subject TAGS: ASIG		Title/Description:	Disposition:
Begin: 1976	End: Present	Inspector General Activities. Includes activities of the Inspector General's office including investigations of waste, fraud, and mismanagement; audits, domestic and overseas inspections. These cover Department functions, overseas posts and missions, other agency programs, contracts, and grants.	PERMANENT.

This schedule applies only to the automated telegram segment of the Central Foreign Policy File. It may not be applied to the files of operating bureaus, offices, and staffs.

Subject TAGS: ASUP		Title/Description:	Disposition:
Begin: 1973	End: Present	Supplies and Equipment. The acquisition of supplies, services, equipment, and official vehicles. Also use for issues concerning procurement and supplies.	Temporary. Destroy/delete when 10 years old.
Subject TAGS: ATRN		Title/Description:	Disposition:
Begin: 1973	End: Present	Transportation Service. Messages about the shipment of personal effects, supplies and equipment, tracing of those items, and travel regulations interpretation.	Temporary. Destroy/delete when 2 years old.
Subject TAGS: AVCE		Title/Description:	Disposition:
Begin: 1977	End: 1980	FS Post Voice Communications Facility. Used for discussing (a) post telephone, intercom and voice radio systems in all respects except maintenance (for all maintenance, repair or emergency service matters use AMTC); (b) all aspects of secure voice or limited voice protection service except for maintenance which should use AMTC.	Temporary. Destroy/delete when 5 years old.
Subject TAGS: AWPR		Title/Description:	Disposition:
Begin: 1980	End: 1994	Word Processing. Covers the installation, maintenance, funding, training and procedures required for the operation of word processing equipment.	Temporary. Destroy/delete when 2 years old.

This schedule applies only to the automated telegram segment of the Central Foreign Policy File. It may not be applied to the files of operating bureaus, offices, and staffs.

Subject TAGS: AWRD		Title/Description:	Disposition:
Begin: 1973	End: 1980	<p>Awards. Used for matters concerning: (1) employee suggestions that fall outside the jurisdiction of the country committee to approve; (2) nominations for recommendations of post personnel for Department honor awards (except meritorious) , other Federal and non-Federal performance awards exceeding \$500 and nominations for Scrolls of Appreciation not within the jurisdiction of the Chief of Mission to approve. (3) request for scrolls; (4) Vietnam award for civilian employees; (5) safe-driving awards; (6) diplomatic courier awards.</p>	<p>Temporary. Destroy/delete when 5 years old.</p>

This schedule applies only to the automated telegram segment of the Central Foreign Policy File. It may not be applied to the files of operating bureaus, offices, and staffs.

BUSINESS AFFAIRS**"B"**

Subject TAGS: BAGB		Title/Description:	Disposition:
Begin: 1976	End: 1980	Agribusiness. Used for all reporting on agribusiness developments and the possible application of American Technology and products to these projects. Includes projects where there is a need for engineering design, consulting, U.S. investment, venture capital, or planning services as well as equipment and construction in the agriculture field.	PERMANENT.
Subject TAGS: BBAK		Title/Description:	Disposition:
Begin: 1973	End: 1980	Background on Firm, Products and Individuals. Used for communications giving or requesting background, financial responsibility, general reputation, and organization of a specific U.S. company or individual. Also used for communications regarding a specific product of an U.S. company, individual, or trade association.	PERMANENT.
Subject TAGS: BBCP		Title/Description:	Disposition:
Begin: 1974	End: 1974	Business Consultation Program. Used for communication between Washington headquarters (State, Commerce, AID, etc.) and posts abroad concerning consultations with business. Also used for communications regarding meetings for visiting foreign dignitaries with leading	PERMANENT.

This schedule applies only to the automated telegram segment of the Central Foreign Policy File. It may not be applied to the files of operating bureaus, offices, and staffs.

		U.S. businessmen.	
Subject TAGS: BBSR			
Begin:	End:	Title/Description:	Disposition:
1974	Present	Business Services Reporting. Messages contain information provided as a service to the business community, including acquisition of publications, and response to unanswered inquiries or requests.	PERMANENT .
Subject TAGS: BDIS			
Begin:	End:	Title/Description:	Disposition:
1973	1980	Trade Complaints and Disputes. Used for matters, including follow-ups, concerning a specific trade dispute between an U.S and a foreign business.	PERMANENT .
Subject TAGS: BENC			
Begin:	End:	Title/Description:	Disposition:
1976	1980	BENC - Engineering and Construction Services Early alert and follow-up information planning, design, engineering, construction of major infrastructure and industrial systems projects with potential of \$5 Million or more in U.S. services fees and equipment exports. Opportunities for consulting contracts having follow-on major project engineering, construction potential. Activities of IBRD, UNDP, and other IFI's and third-country financing possibilities related to major projects. National development plans and budgets	PERMANENT .

This schedule applies only to the automated telegram segment of the Central Foreign Policy File. It may not be applied to the files of operating bureaus, offices, and staffs.

		encompassing major projects. USG supportive efforts for firms seeking major project contracts - e.g., Embassy representations, task force visits overseas. Travel to U.S. by prospective clients for U.S. engineering, construction services.	
Subject TAGS: BEXP			
Begin:	End:	Title/Description:	Disposition:
1973	Present	Trade Expansion and Promotion. Messages contain information related to efforts to promote trade and other commercial activities including specific proposals and inquiries to establish trade relations.	PERMANENT .
Subject TAGS: BFOL			
Begin:	End:	Title/Description:	Disposition:
1973	1980	Follow-up Requests. Contains information used to follow-up on unanswered inquiries or reporting requests and to supply or request help from the field supplementary information lnlyu, on the following types of reports: (1) Commodity, industry, or market report for which Commerce is known to be the major end-user; (2) Investment Opportunity; (3) Licensing, Joint-Venture and Reverse Licensing Proposals; (4) Overseas Business Reports; (5) Trade Contract Survey; (6) Trade Lists; (7) Trade Opportunity, including Tenders; (8) Trade Outlook Articles; (9) World Trade Directory Reports.	PERMANENT .

This schedule applies only to the automated telegram segment of the Central Foreign Policy File. It may not be applied to the files of operating bureaus, offices, and staffs.

Subject TAGS: BGEN		Title/Description: Business Services (General) . Use only when more specific indicators in this category do not appear applicable or when it is desired to indicate a relationship between another caption and business services in general.	Disposition: PERMANENT .
Begin: 1973	End: 1980		
Subject TAGS: BLIB		Title/Description: Commercial Library . Used to request the names of publications in a specific field or details on the contents of a specific publication.	Disposition: Temporary. Destroy/delete when 10 years old.
Begin: 1973	End: 1974		
Subject TAGS: BMGT		Title/Description: FCS Management Operations . Used for the management, administration and operation of the Foreign Commercial Service includes the management of all FCS export promotion programs and FCS export promotion programs and FCS-related personnel issues.	Disposition: PERMANENT .
Begin: 1994	End: Prsent		
Subject TAGS: BPRO		Title/Description: Business Proposals & Inquiries . Used for communications regarding specific proposals by U.S. businessmen for presentation and development by the U.S. Government Trade Mission members; use also for status reports and follow-ups on this subject.	Disposition: PERMANENT .
Begin: 1973	End: 1980		

This schedule applies only to the automated telegram segment of the Central Foreign Policy File. It may not be applied to the files of operating bureaus, offices, and staffs.

Subject TAGS: BPUB		Title/Description:	Disposition:
Begin: 1973	End: 1980	Use to request purchase or acquisition of publications or subscriptions for Department of Commerce and for Commerce-originated publications. Use also to request the names of publications in a specific field or details on the contents of specific publications.	Temporary. Destroy/delete when 2 years old.
Subject TAGS: BTIO		Title/Description:	Disposition:
Begin: 1974	End: Present	Trade and Investment Opportunities. Used for administrative and operational reporting on opportunities for American business.	PERMANENT.
Subject TAGS: BTOP		Title/Description:	Disposition:
Begin: 1980	End: 1980	Business Trade Opportunities. Used for communications regarding private trade opportunities, foreign government tenders and special handling trade opportunities submitted in accordance with 10 FAM 161 and 162.	PERMANENT.
Subject TAGS: BTRA		Title/Description:	Disposition:
Begin: 1973	End: 1980	Travel by U.S. & Foreign Businessmen. Used for communications regarding travel by businessmen abroad, including itineraries and appointments, information on product line or other business interests, financial status and reputation, etc. Also used to supplement, correct, or reply to	PERMANENT.

This schedule applies only to the automated telegram segment of the Central Foreign Policy File. It may not be applied to the files of operating bureaus, offices, and staffs.

		information forwarded to Commerce or Business Invitation Form IA-244.	
--	--	--	--

This schedule applies only to the automated telegram segment of the Central Foreign Policy File. It may not be applied to the files of operating bureaus, offices, and staffs.

CONSULAR AFFAIRS

"C"

Subject TAGS: CARR		Title/Description:	Disposition:
Begin: 1977	End: 1980	Americans Arrested Abroad. Used for all matters related to imprisoned Americans. This includes all matters related to offenses, arrests, trial, detention, and release. It should include initial arrest reports, subsequent up-to-date reports, establishment and operation of trust funds for incarcerated Americans and statistical information on arrest cases.	PERMANENT.
Subject TAGS: CASC		Title/Description:	Disposition:
Begin: 1973	End: Present	Assistance to Citizens. Used for Consular services provided by the U.S. to citizens of the U.S. or any other country.	PERMANENT.
Subject TAGS: CDES		Title/Description:	Disposition:
Begin: 1973	End: 1980	Deaths and Estates. Includes matters related to the deaths of U.S. citizens in foreign countries and the disposition of their remains. Also includes matters concerning: (1) U.S. citizens establishing their rights to estates abroad, (2) conservation of the estates of U.S. citizens who die abroad, (3) foreign beneficiaries of U.S. estates.	PERMANENT.

This schedule applies only to the automated telegram segment of the Central Foreign Policy File. It may not be applied to the files of operating bureaus, offices, and staffs.

Subject TAGS: CFED		Title/Description:	Disposition:
Begin: 1973	End: Present	Federal Agency Services. Includes information on liaison services provided by the Department between Federal agencies and recipients of Federal benefits.	PERMANENT.
Subject TAGS: CGEN		Title/Description:	Disposition:
Begin: 1973	End: 1980	Consular Affairs (General). Used for consular matters when none of the more specific indicators is applicable. For example, judicial and legal services performed by consuls, vessel and aircraft services (entry and clearance at Foreign posts), and matters related to consular services performed in connection with civil aircraft accidents.	PERMANENT.
Subject TAGS: CJAN		Title/Description:	Disposition:
Begin: 1986	End: Present	Judicial Assistance and Notarial Services. Used for matters pertaining to Notarial Services and International Judicial Assistance, including the service of judicial and extra-judicial documents and obtaining evidence.	PERMANENT.
Subject TAGS: CLOK		Title/Description:	Disposition:
Begin: 1983	End: Present	Visa Lookout. Used when sending Visa Lookout telegrams for entering, correcting, or deleting names for the Visa Lookout System.	PERMANENT.

This schedule applies only to the automated telegram segment of the Central Foreign Policy File. It may not be applied to the files of operating bureaus, offices, and staffs.

Subject TAGS: CMGT		Title/Description:	Disposition:
Begin: 1986	End: Present	Consular Administration and Management. Used for administrative and operational management of Consular Affairs activities.	PERMANENT.
Subject TAGS: CPAS		Title/Description:	Disposition:
Begin: 1973	End: Present	Passport and Citizenship. Used for Consular matters pertaining to citizenship documentation, including nationality and passports.	Temporary. Destroy/delete when 15 years old.
Subject TAGS: CPRS		Title/Description:	Disposition:
Begin: 1973	End: 1980	Property Protection Service. Includes all matters pertaining to protection ownership, interests, or claims of U.S. nationals to personal or real property, including intangible property in foreign countries. For example, (1) pension claims; (2) foreign bank accounts, securities, currencies; (3) insurance claims; (4) other compensation claims; (5) personal debts; (6) personal property; (7) real estate; or (8) recovered lost or stolen property.	PERMANENT.
Subject TAGS: CVIS		Title/Description:	Disposition:
Begin: 1973	End: Present	Visas. Used for operational, procedural, and administrative functions of visa operations.	Temporary. Destroy/delete when 15 years old.

This schedule applies only to the automated telegram segment of the Central Foreign Policy File. It may not be applied to the files of operating bureaus, offices, and staffs.

ECONOMIC AFFAIRS "E"			
Subject TAGS: EAGR		Title/Description: Agriculture and Forestry. Used to report on cultivating the soil and forest, raising livestock, and producing crops.	Disposition: PERMANENT.
Begin: 1973	End: Present		
Subject TAGS: EAID		Title/Description: Foreign Economic Assistance. Matters relating to foreign economic and technical assistance provided by governments, international organizations, institutions or private individuals.	Disposition: PERMANENT.
Begin: 1973	End: Present		
Subject TAGS: EAIR		Title/Description: Civil Aviation. Information about commercial and private aircraft and air operations, domestic as well as international.	Disposition: PERMANENT.
Begin: 1974	End: Present		
Subject TAGS: EALR		Title/Description: Economic Alert List Report. Use for all communications pertinent to the collection guidance provided in the latest Economic Alert List.	Disposition: PERMANENT.
Begin: 1974	End: 1980		
Subject TAGS: ECEM		Title/Description: Chemical Industry and Products. Use for papers pertaining to the chemical industry	Disposition: PERMANENT.
Begin:	End:		

This schedule applies only to the automated telegram segment of the Central Foreign Policy File. It may not be applied to the files of operating bureaus, offices, and staffs.

1974	1980	and chemical products, except metal elements and petroleum. Covers (1) chemical processing and manufacturing facilities, (2) organic chemicals, (3) inorganic chemicals, (4) synthetic fibers, resins, plastics, elastomers, epoxies, synthetic rubbers, (5) drugs, medicines, antibiotics, vaccines, blood and blood substitutes, miscellaneous remedies and pharmaceuticals, (6) agricultural chemicals, (7) nonmilitary pyrotechnics, (8) paints and other protective coatings, and (9) reagents, catalysts, binary compounds, pitch, creosote and other wood chemicals, glues and adhesives, soaps and other cleaning compounds, waxes and polishes, toiletries and cosmetics, photographic chemicals, industrial micro-organisms and enzymes, water, ice, and miscellaneous chemical products.	
Subject TAGS: ECIN		Title/Description:	Disposition:
Begin:	End:	Economic Integration and Cooperation. Covers efforts by governments, financial institutions, and business firms to form and maintain bilateral or multilateral associations for the purpose of achieving common economic goals.	PERMANENT.
1974	1980 Present per State Dept. email 10/27/09 (P) 10/29/09		
Subject TAGS: ECON		Title/Description:	Disposition:
Begin:	End:	Economic Conditions. Information on the status of a nation's economy.	PERMANENT.
1973	Present		

This schedule applies only to the automated telegram segment of the Central Foreign Policy File. It may not be applied to the files of operating bureaus, offices, and staffs.

Subject TAGS: ECPS		Title/Description:	Disposition:
Begin: 1986	End: Present	Communications and Postal Systems. Includes information on the efforts of governments, the private sector, or international organizations to manage, regulate, develop, apply, or monitor the methods and means of telecommunication, international communication policy, and the informational aspects of communication.	PERMANENT.
Subject TAGS: ECRE		Title/Description:	Disposition:
Begin: 1974	End: 1980	Construction, Repair, and Expansion. Used for the construction, expansion, and repair of industrial or other commercial facilities, including housing and construction starts and data, construction of industrial plants, dwellings, sewer projects, flood control and irrigation projects, dams and water conservation or supply projects. Covers construction in progress or planning stages.	PERMANENT.
Subject TAGS: ECRP		Title/Description:	Disposition:
Begin: 1973	End: 1986	Scheduled Reporting. Used on all CERP reports.	PERMANENT.
Subject TAGS: ECSM		Title/Description:	Disposition:
Begin: 1980	End: 1980	Consumer Affairs. Used for all matters related to consumer affairs, including product labeling, product safety (such as	PERMANENT.

This schedule applies only to the automated telegram segment of the Central Foreign Policy File. It may not be applied to the files of operating bureaus, offices, and staffs.

		recall and hazard notices), consumer credit, and undesirable marketing practices. Also applicable to trade-related matters, which may affect product prices, such as changes in tariffs, quotas or other trade policy measures or weather/climatic conditions affecting supplies. Covers government, regulatory agency and private sector actions.	
Subject TAGS: EEWT			
Begin:	End:	Title/Description:	Disposition:
1974	1980	East-West Trade. Used for papers on policies, planning, or programs pertaining to trade and commercial relations with the socialist nations. Covers (1) economic analyses of situations peculiar to East-West trade and commercial relations, (2) studies of market potential for U.S. Trade with the socialist nations, (3) conduct of trade negotiations and trade agreements with the socialist nations, and (4) other substantive matters pertaining to East-West trade and commercial relations.	PERMANENT.
Subject TAGS: EFIN			
Begin:	End:	Title/Description:	Disposition:
1973	Present	Financial and Monetary Affairs. Covers domestic and international financial affairs of governments and private institutions.	PERMANENT.

This schedule applies only to the automated telegram segment of the Central Foreign Policy File. It may not be applied to the files of operating bureaus, offices, and staffs.

Subject TAGS: EFIS		Title/Description: Commercial Fishing and Fish Processing. Includes the breeding and catching of fish and other marine life for commercial purposes.	Disposition: PERMANENT .
Begin: 1973	End: Present		
Subject TAGS: EGEN		Title/Description: Economics (General). To be used when the more specific indicators above do not appear applicable.	Disposition: PERMANENT .
Begin: 1973	End: 1980		
Subject TAGS: EIND		Title/Description: Industry and Manufacturing. Used for the commercial production of goods and services, including the processing of raw materials into manufactured goods.	Disposition: PERMANENT .
Begin: 1973	End: Present		
Subject TAGS: EINT		Title/Description: Economic and Commercial Internet. Includes economic and commercial programs, policies, and issues relating to the Internet. Usually used with such specific Subject Terms as Agreement, Censorship competition, Connectivity, Content, Copyright, Data, Democracy Economic Conditions, Domain Names, Electronic Commerce, Encryption, Free Flow of Information, Information Availability Interconnectivity, Internet, Meeting, Monopoly, Piracy, Policy,	Disposition: PERMANENT .
Begin: 2001	End: Present		

This schedule applies only to the automated telegram segment of the Central Foreign Policy File. It may not be applied to the files of operating bureaus, offices, and staffs.

		Pornography, Privacy, Private Sector, Reporting and Trademark.	
Subject TAGS:	EINV	Title/Description:	Disposition:
Begin:	End:	Foreign Investments. Includes foreign investments made by governments or private enterprise for commercial gain.	PERMANENT.
1974	Present		
Subject TAGS:	ELAB	Title/Description:	Disposition:
Begin:	End:	Labor and Manpower. Includes all aspects of labor and manpower.	PERMANENT.
1973	Present		
Subject TAGS:	ELEC	Title/Description:	Disposition:
Begin:	End:	Noncommunication Electronic Equipment. Use for papers dealing with electrical and electromagnetic equipment, devices and systems, except communications equipment, for which use ETEL. Covers (1) electric motors and other electrical rotating equipment, (2) transformers, switch gear, substation and other electric power transmission equipment and components, (3) electric lamps, light tubes, and electrical wiring devices, (4) batteries, etc., (5) transistors, diodes, semi-conductor materials and equipment, (6) electron tubes, (7) navigation, location and detection equipment and components, (8) electronic countermeasure equipment, (9) electronic data processing equipment and components, (10) telemetering and audio	PERMANENT.
1974	1974		

This schedule applies only to the automated telegram segment of the Central Foreign Policy File. It may not be applied to the files of operating bureaus, offices, and staffs.

		surveillance equipment and (11) miscellaneous electrical and electromagnetic equipment, phonographs, wave tubes, crystals, integrated circuits, amplifiers, etc.	
Subject TAGS: ELTN		Title/Description:	Disposition:
Begin: 1974	End: Present	Land Transportation. Includes all aspects of land transportation.	PERMANENT.
Subject TAGS: EMAE		Title/Description:	Disposition:
Begin: 1974	End: 1974	Machinery and Related Equipment. Used for machinery, equipment, and related accessories for use in industry and agriculture, including facilities for production of such machinery. Covers (1) general purpose machinery and equipment adaptable for use in a variety of industries, (2) specialized equipment designed for use in particular related industries such as agriculture, food processing, paper manufacturing, etc., atomic and nuclear plant equipment and nuclear reactors as a commodity. Office and business machines, except electronic computers.	PERMANENT.
Subject TAGS: EMES		Title/Description:	Disposition:
Begin: 1974	End: 1974	Medical, Engineering, Scientific Equipment. Used for special purpose and precision instruments and equipment designed for the	PERMANENT.

This schedule applies only to the automated telegram segment of the Central Foreign Policy File. It may not be applied to the files of operating bureaus, offices, and staffs.

		medical, dental, scientific, and engineering professions, including facilities for production of such instruments and equipment.	
Subject TAGS: EMIN		Title/Description:	Disposition:
Begin: 1973	End: Present	Minerals and Metals. Includes the exploration, discovery and extraction of minerals and metals.	PERMANENT.
Subject TAGS: ENRG		Title/Description:	Disposition:
Begin: 1973	End: Present	Energy and Power. Includes government and private commercial activities in acquiring and providing energy services from all types of sources.	PERMANENT.
Subject TAGS: ENSD		Title/Description:	Disposition:
Begin: 1980	End: 1980	North-South Dialogue. Used for all economic issues characterized by division along North-South dialogue (developed countries/less developed countries) lines, including such specifics as UNCTAD, International Development Strategy (IDS), Common Fund, Brandt Commission, UN Committee of the Whole (COW), Group of 77, and Technical and Economic Cooperation among Developing Countries (TCDC and ECDC). Also may be applicable to broader issues such as GATT, LOS, and the nonaligned movement. Because ENSD is quite general it must always be accompanied by one or more	PERMANENT.

This schedule applies only to the automated telegram segment of the Central Foreign Policy File. It may not be applied to the files of operating bureaus, offices, and staffs.

		other subject TAGS that reflect subject content as precisely as possible.	
Subject TAGS: EPAP		Title/Description:	Disposition:
Begin: 1974	End: 1980	Plant, Animal and Wood Products. Used for processed and unprocessed plant, animal, and wood products and production or processing facilities. Covers (1) agricultural crops, grains, fruits, nuts, vegetables, plant fibers, oil seeds and stimulant crops, natural rubbers and other industrial or technical crops, (2) processed plant products such as cereals, flours, and other milled products, vegetable oils and fats, canned frozen, or dehydrated plant products, stimulants and beverages, rubber products, including apparel, footwear, tires, and druggist sundries, (3) live animals, livestock, wildlife species, (4) furs, hides, skins, leather, feathers, hair wool, and bristles, (5) meats, animal fats, dairy and poultry products, (6) fibers, textiles, thread, apparel, (7) pulps, pulp and paper products, paper building products, (8) forest products, millwork, plywood, veneers, cork, cork products and miscellaneous wood products (for wood chemicals, use ECEM), and (9) miscellaneous plant and animal products, ivory, honey, sponges, etc.	PERMANENT.

This schedule applies only to the automated telegram segment of the Central Foreign Policy File. It may not be applied to the files of operating bureaus, offices, and staffs.

Subject TAGS: EPET		Title/Description:	Disposition:
Begin: 1980	End: Present	Petroleum and Natural Gas. Used for government and private sector activities in the exploration and extraction of petroleum and natural gas.	PERMANENT.
Subject TAGS: EQIP		Title/Description:	Disposition:
Begin: 1976	End: 1980	Equipment and Machinery. Used for papers dealing with equipment and machinery (with the exception of communications equipment, for which ETEL is used), including facilities for the production of such equipment. Covers (1) electrical and electronic equipment; (2) machinery, equipment, and related accessories for use in industry; (3) machinery and equipment for use in agriculture and related fields; and (4) special purpose and precision instruments and equipment designed for the medical, dental, scientific, and engineering professions.	PERMANENT.
Subject TAGS: ESTC		Title/Description:	Disposition:
Begin: 1973	End: 1983	Strategic Trade Controls. Includes all matters related to strategic trade controls and COCOM.	PERMANENT.
Subject TAGS: ETEL		Title/Description:	Disposition:
Begin: 1973	End: 1980	Telecommunications and Postal Equipment. Includes radio communications, space	PERMANENT.

This schedule applies only to the automated telegram segment of the Central Foreign Policy File. It may not be applied to the files of operating bureaus, offices, and staffs.

		communications, telegraph systems, telephone systems, communication satellites and related communication systems. Also includes matters related to Intelsat.	
Subject TAGS: ETRD		Title/Description:	Disposition:
Begin: 1973	End: Present	Foreign Trade. Includes the exchange of goods between nations.	PERMANENT .
Subject TAGS: ETRN		Title/Description:	Disposition:
Begin: 1973	End: 1980	Transportation Policies. Includes air, land, and water transportation. Also includes rail and highway transportation, civil aviation, inland waterway transportation, marine transportation, pipeline transportation and containerization.	PERMANENT .
Subject TAGS: ETTC		Title/Description:	Disposition:
Begin: 1986	End: Present	Trade and Technology Controls. Used for government efforts to control the transfer of goods (i.e., equipment), services, or technologies. This includes foreign policy trade controls, strategic (National Security) trade controls, munitions controls, general West to East technology transfer issues, and efforts to circumvent U.S. or COCOM controls.	PERMANENT .

This schedule applies only to the automated telegram segment of the Central Foreign Policy File. It may not be applied to the files of operating bureaus, offices, and staffs.

Subject TAGS: EWWT		Title/Description:	Disposition:
Begin: 1974	End: Present	Waterborne Transportation. Used for movement of commercial and private vessels over high seas and inland waterways.	PERMANENT. .

This schedule applies only to the automated telegram segment of the Central Foreign Policy File. It may not be applied to the files of operating bureaus, offices, and staffs.

MILITARY AFFAIRS			
"M"			
Subject TAGS: MARR		Title/Description:	Disposition:
Begin: 1973	End: Present	Military and Defense Arrangements. Used for efforts to establish and maintain collective security or other international military cooperation.	PERMANENT.
Subject TAGS: MASS		Title/Description:	Disposition:
Begin: 1973	End: Present	Military Assistance and Sales. Used for government to government transfer, sale, or loan of military equipment, advisers, or services.	PERMANENT.
Subject TAGS: MCAP		Title/Description:	Disposition:
Begin: 1973	End: Present	Military Capabilities. Includes the nonnuclear offensive and defensive ability of the military establishment of a nation or international organization.	PERMANENT.
Subject TAGS: MILI		Title/Description:	Disposition:
Begin: 1973	End: 1980	Military (General). Used when (1) the more specific military TAGS do not apply, and (2) it is desired to show military interest or implications in a subject covered by another TAGS.	PERMANENT.

This schedule applies only to the automated telegram segment of the Central Foreign Policy File. It may not be applied to the files of operating bureaus, offices, and staffs.

Subject TAGS: MMOL		Title/Description:	Disposition:
Begin: 1974	End: 1980	Material, Ordinance and Logistics. Used for military equipment, supplies, ordnance and maintenance, and supply operations and procedures.	PERMANENT.
Subject TAGS: MNUC		Title/Description:	Disposition:
Begin: 1973	End: Present	Military Nuclear Applications. Includes the development and use of nuclear technology for military purposes.	PERMANENT.
Subject TAGS: MOPS		Title/Description:	Disposition:
Begin: 1973	End: Present	Military Operations. Used for declared or undeclared war involving two or more nations.	PERMANENT.
Subject TAGS: MORG		Title/Description:	Disposition:
Begin: 1974	End: 1980	Military Organization and Structure. Used for papers pertaining to the general command structure, organization, and composition of the armed forces of a country. Also covers morale and discipline, military dependents, housing, and military training.	PERMANENT.
Subject TAGS: MPOL		Title/Description:	Disposition:
Begin:	End:	Military Policy and Planning. Used for matters pertaining to a country's general	PERMANENT.

This schedule applies only to the automated telegram segment of the Central Foreign Policy File. It may not be applied to the files of operating bureaus, offices, and staffs.

1974	1980	military policy, except arms control and disarmament, which are covered by PARM. Covers (1) military planning, (2) budgets, (3) show of force, (4) weapons development and employment policy, (5) general mission, (6) defensive and offensive military capabilities, (7) parades, reviews, tours, or visits by armed forces components, aircraft, and vessels, (8) domestic and foreign reaction to military plans and policies, and (9) political position and role of the military.	
------	------	--	--

This schedule applies only to the automated telegram segment of the Central Foreign Policy File. It may not be applied to the files of operating bureaus, offices, and staffs.

OPERATIONS "O"			
Subject TAGS: OCLR		Title/Description:	Disposition:
Begin: 1973	End: 1980	Military Vessel and Flight Clearances and Visits. Includes clearances for over flight, landing clearances and clearances and arrangements for ship or fleet visits.	PERMANENT.
Subject TAGS: OCON		Title/Description:	Disposition:
Begin: 1973	End: 1980	Conferences and Meetings. Includes administrative and social arrangements for conferences and meetings (e.g., site, time, delegation composition, funding, guest lists, etc.)	PERMANENT.
Subject TAGS: ODIP		Title/Description:	Disposition:
Begin: 1983	End: Present	U.S. Diplomatic Representation. Used for official representational and ceremonial activities of U.S. diplomats and U.S. Government officials; includes all aspects of privileges and immunities. Use for ceremonial activities hosted by U.S. officials.	PERMANENT.
Subject TAGS: OEXC		Title/Description:	Disposition:
Begin: 1973	End: Present	Educational and Cultural Exchange Operations. Includes the administration and operation of educational and cultural exchange programs.	Temporary. Destroy/delete when 2 years old.

This schedule applies only to the automated telegram segment of the Central Foreign Policy File. It may not be applied to the files of operating bureaus, offices, and staffs.

Subject TAGS: OFDP		Title/Description:	Disposition:
Begin: 1983	End: Present	Foreign Diplomats and Foreign Missions. Includes administrative, representational and ceremonial matters related to non-U.S. diplomatic personnel and foreign missions; includes all aspects of privileges and immunities. Used for ceremonial activities hosted by non-U.S. diplomats.	PERMANENT.
Subject TAGS: OGEN		Title/Description:	Disposition:
Begin: 1973	End: 1980	Operations - General. Used for operational messages for which no more specific operations TAGS is available. OGEN may be used alone, or it may be combined with one or more TAGS from Political, Economic, Social, or Technology and Science fields to identify messages that are procedural or facilitative, but which do not fit into a defined "operations" category.	PERMANENT.
Subject TAGS: OIIP		Title/Description:	Disposition:
Begin: 2000	End: Present	OIIP - International Information Programs Includes administrative and operational aspects of international information programs, products, and services that increase international support for U.S. policies and understanding of U.S. society. Often used with specific subject TAGS like Advance Documents Service, Article Alert, Book Donations, Book Fairs, Book reprints,	PERMANENT.

This schedule applies only to the automated telegram segment of the Central Foreign Policy File. It may not be applied to the files of operating bureaus, offices, and staffs.

		Book Translations, Books and Documents List, Computer, Cooperative Agreements , Copyright, Design Services, DVC, Electronic Journal, Grant, Graphic Design, I-Bucks, IRC, IRO, Listserv, Paper Shows, PDQ, Photo Coverage, Photo Rights, Photo Requests, Public Diplomacy, Publication, Reference Requests, Speaker, Technology Partnerships, Teleconference, Translation Requests, Washington file, and Websites.	
Subject TAGS: OPDC		Title/Description:	Disposition:
Begin: 1983	End: Present	Diplomatic Correspondence. Includes correspondence and ceremonial messages between prominent leaders and principal officers.	PERMANENT.
Subject TAGS: OPRC		Title/Description:	Disposition:
Begin: 1983	End: Present	Public Relations and Correspondence. Includes correspondence to and from the public commenting on U.S. policy and foreign incidents, requesting information and speaking engagements, and any other public relations activities. This TAGS includes routine constituent's correspondence such as employment opportunities, requests for photographs, autographs, etc. Also includes press summaries and press conferences, public opinion polls, and the administrative arrangements for press conferences.	PERMANENT.

This schedule applies only to the automated telegram segment of the Central Foreign Policy File. It may not be applied to the files of operating bureaus, offices, and staffs.

Subject TAGS: OREP		Title/Description:	Disposition:
Begin: 1973	End: Present	U.S. Congressional Travel. Includes administrative and operational aspects of travel by Congressmen, congressional staffers, and delegations.	PERMANENT.
Subject TAGS: OSCI		Title/Description:	Disposition:
Begin: 1973	End: Present	Science Grants. Includes the administration of grants and disbursement of funds of U.S. government sponsored research programs.	Temporary. Destroy/delete when 2 years old.
Subject TAGS: OTRA		Title/Description:	Disposition:
Begin: 1973	End: Present	Travel. Includes routine and operational aspects of travel and visits by other than prominent individuals and congressmen.	Temporary. Destroy/delete when 2 years old.
Subject TAGS: OVIP		Title/Description:	Disposition:
Begin: 1973	End: Present	Visits and Travel of Prominent Individuals and Leaders. Includes the administrative and operational aspects of visits of travel of U.S. and foreign leaders and prominent individuals. Use for Assistant Secretary and above or foreign equivalent.	PERMANENT.

This schedule applies only to the automated telegram segment of the Central Foreign Policy File. It may not be applied to the files of operating bureaus, offices, and staffs.

POLITICAL AFFAIRS			
"P"			
Subject TAGS: PARM		Title/Description:	Disposition:
Begin:	End:	<p>Arms Control and Disarmament. Includes efforts by governments to control the acquisition, development, and production of nuclear, biological, chemical, and other advanced weaponry. Also includes the control of efforts by countries to develop nuclear capabilities.</p>	<p>PERMANENT.</p>
1973	Present		
Subject TAGS: PBOR		Title/Description:	Disposition:
Begin:	End:	<p>Boundary and Sovereignty Claim. Used for papers dealing with a state's territory and sovereignty claims, except those pertaining to territorial waters, for which use PLOS. Covers (1) claims to territory, airspace, and outer space, (2) boundary claims, disputes, and incidents, and violations of territory, (3) settlement of boundary claims, (4) boundary commissions and other groups established to adjudicate and settle territorial claims and disputes, (5) boundary surveys and demarcation, (6) reversion, cession, or internationalization of territory, and (7) international structures and rivers.</p>	<p>PERMANENT.</p>
1973	1980		
Subject TAGS: PBTS		Title/Description:	Disposition:
Begin:	End:	<p>National Boundaries, Territories, and Sovereignty. Includes messages about a</p>	<p>PERMANENT.</p>
1983	Present		

This schedule applies only to the automated telegram segment of the Central Foreign Policy File. It may not be applied to the files of operating bureaus, offices, and staffs.

		territory over which dominion is exercised.	
Subject TAGS: PCAT			
Begin:	End:	Title/Description:	Disposition:
1980	1980	Conventional Arms Transfer. Used to cover conventional arms transfer issues including (1) bilateral or multilateral consultations among states regarding a policy of restraint in conventional arms transfers; and (2) use of conventional arms transfer by governments as a means to advance toward foreign policy; political, economic or military goals. Covers talks, negotiations, agreements, sales and transfers.	PERMANENT.
Subject TAGS: PDEV			
Begin:	End:	Title/Description:	Disposition:
1973	1980	National Development. Covers matters pertaining to a States independence celebrations, independence gifts and other gifts of a ceremonial nature, nationalism, self-determination, national unification, recognition. For central or local government matters see PGOV for independence or national liberation movements, rebellion, insurgency or government overthrow see PINS.	PERMANENT.
Subject TAGS: PDIP			
Begin:	End:	Title/Description:	Disposition:
1974	1980	Diplomatic and Consular Representation. Used for matters pertaining to the ceremonial and protocol aspects of foreign	PERMANENT.

This schedule applies only to the automated telegram segment of the Central Foreign Policy File. It may not be applied to the files of operating bureaus, offices, and staffs.

		relations. Covers (1) accreditation, dual accreditation, agreement, presentation of credentials, (2) diplomatic and consular titles, immunities and privileges, diplomatic and consular lists, (3) establishment, status, or termination of diplomatic and consular representation, <u>persona non grata</u> , expulsion of diplomatic or consular representatives, (4) representation at ceremonial or social affairs, ceremonial messages, greetings, condolences, congratulations, holiday celebrations except independence day celebrations (for which use PDEV), description of diplomatic social affairs, (5) treatment of representatives, police protection harassment, surveillance, detention, or interference, kidnapping, injury, or assassination of diplomatic or consular personnel, and (6) arrivals, departures, temporary absences of representatives, changes of rank or title of representatives.	
Subject TAGS:	PEPR	Title/Description:	Disposition:
Begin:	End:	External Political Relationships. Used for reporting on or assessing the general political relationships between countries, both bilateral and multilateral. Use for those papers that provide a general discussion or assessment of a government's intentions, objectives, plans, possible courses of action, etc., that do not deal with specific TAGS topics in a substantive	PERMANENT.
1980	1980		

This schedule applies only to the automated telegram segment of the Central Foreign Policy File. It may not be applied to the files of operating bureaus, offices, and staffs.

		manner.	
Subject TAGS:	PFOR	Title/Description:	Disposition:
Begin:	End:	<p>Foreign Policy and Relations. Covers bilateral, multilateral and third country relations including relations with dependencies. Includes foreign affairs events, issues, incidents, conversations and visits as well as broad assessments of a country's foreign policy outlook and objectives. Includes relations with international organizations such as membership, membership applications, or withdrawal of membership. Other specific subjects include foreign policy statements or foreign policy position, such as Détente, peaceful co-existence, deterrence, non-alignment, neutralism, neutralization, intervention, hegemony, and sphere of influence. Includes the opening or closing of diplomatic missions or consulates, establishment or interruption of diplomatic relations, diplomatic personnel, consular personnel and their status, title, documentation and treatment or diplomatic privileges. Representational activities, diplomatic protests or demarches.</p>	<p>PERMANENT.</p>
1973	1976		
Subject TAGS:	PGOV	Title/Description:	Disposition:
Begin:	End:	<p>Internal Governmental Affairs. Includes form, structure, and organization of local, provincial, and national governments.</p>	<p>PERMANENT.</p>
1973	Present		

This schedule applies only to the automated telegram segment of the Central Foreign Policy File. It may not be applied to the files of operating bureaus, offices, and staffs.

Subject TAGS: PHS A		Title/Description:	Disposition:
Begin: 1983	End: Present	High Seas Affairs. Includes activities on the High Seas, outside a country's national jurisdiction.	PERMANENT.
Subject TAGS: PHUM		Title/Description:	Disposition:
Begin: 1986	End: Present	Human Rights. The violation of rights attributable to human beings.	PERMANENT.
Subject TAGS: PINR		Title/Description:	Disposition:
Begin: 1973	End: Present	Intelligence. The gathering and reporting of intelligence information, including biographic and background data.	PERMANENT.
Subject TAGS: PINS		Title/Description:	Disposition:
Begin: 1973	End: Present	National Security. Covers a regime's stability, control, or efforts to maintain itself in power, as well as activities and efforts to disrupt or overthrow the established regime by other than normal political activity.	PERMANENT.
Subject TAGS: PINT		Title/Description:	Disposition:
Begin: 1973	End: 1980	Internal Political Relationships. Covers all aspects of a country's conventional domestic politics. Specific subjects include: political parties including communist; party line (including communist doctrine), party organization, nonparty	PERMANENT.

This schedule applies only to the automated telegram segment of the Central Foreign Policy File. It may not be applied to the files of operating bureaus, offices, and staffs.

		blocs and special interest groups; party alliance or coalitions; referendums, elections, election candidates, election results at the local or national level; the electorate and suffrage, and political programs or activities of the regime.	
Subject TAGS: PLOS		Title/Description:	Disposition:
Begin: 1974	End: 1980	Law of Seas Affairs. Use for all matters pertaining to the UN Conference on the Law and the Sea and papers pertaining to territorial waters, continental shelf, the seabed, and rights and interests of states pertaining to them. Covers (1) breadth or extent of territorial waters or the territorial sea limit and disputes, (2) the economic area of the coastal seabed beyond territorial waters, jurisdiction over or claims to such resources, (3) rights and interest or claims of coastal states with respect to the continental shelf, (4) rights and interests of landlocked and shelf locked states, access to ports, maritime rights, (5) rights of innocent passage, (6) transit through and over international straits, (7) peaceful use of ocean space, (8) claims, disputes, dispute settlements relating to territorial waters, the continental shelf, seabed and ocean space, (9) archipelagos islands, and enclosed areas, (10) technology pertinent to exploitation of ocean and seabed resources, other than fish and marine mammals, and (11) regional or other	PERMANENT.

This schedule applies only to the automated telegram segment of the Central Foreign Policy File. It may not be applied to the files of operating bureaus, offices, and staffs.

		international agreements and arrangements pertaining to the seas.	
Subject TAGS: PMMC			
Begin:	End:	Title/Description:	Disposition:
1980	1980	Munitions Control. Used for all documents relating to administration of the USG program to control the permanent and temporary commercial (non-U.S. Government) exports of implements of war and related technical data. Covers (1) sales promotion, licensing and export of munitions and related technical data; (2) foreign production and sale of munitions manufactured under U.S. manufacturing license and technical assistance agreements; (3) National Disclosure Policy Committee (proposed exceptions to the national disclosure policy and security inspections of foreign government classified storage facilities); and (4) arms smuggling from the U.S.	PERMANENT .
Subject TAGS: PNAT			
Begin:	End:	Title/Description:	Disposition:
1983	Present	National Independence. Covers the emergence of a nation as a sovereign state.	PERMANENT .
Subject TAGS: PORG			
Begin:	End:	Title/Description:	Disposition:
1974	1980	Policy Relations with International Organizations. Used for papers dealing with a country's relations with private and governmental international organizations,	PERMANENT .

This schedule applies only to the automated telegram segment of the Central Foreign Policy File. It may not be applied to the files of operating bureaus, offices, and staffs.

		except economic integration policy and collective security policy, which are included under ECIN and MARR, respectively. Covers (1) application for membership, membership participation, withdrawal of membership, position on issues before international organizations, (2) reaction to decisions of international organizations, ratification and implementation of or opposition to decisions or programs, and (3) complaints against member and nonmember countries brought before international organizations, support and opposition to such complaints.	
Subject TAGS: PORS		Title/Description:	Disposition:
Begin: 1974	End: 1980	Public Order and Safety. Used for papers dealing with organizations concerned with the protection of life and property. Covers (1) fire protection, (2) local police organizations and activities, (3) civil defense affairs, and (4) emergency and evacuation plans and procedures.	PERMANENT.
Subject TAGS: PPDC		Title/Description:	Disposition:
Begin: 1976	End: 1980	President's Diplomatic Correspondence. Used on all messages that transmits the texts of messages to or from the President and the Vice President of the United States. Generally these are congratulatory, ceremonial, or anniversary diplomatic messages.	PERMANENT.

This schedule applies only to the automated telegram segment of the Central Foreign Policy File. It may not be applied to the files of operating bureaus, offices, and staffs.

Subject TAGS: PREF		Title/Description: Refugees. Covers people who move across borders because of danger to life or fear of persecution.	Disposition: PERMANENT .
Begin: 1986	End: Present		
Subject TAGS: PREL		Title/Description: External Political Relations. Covers the political relations between countries, international or regional organizations both bilateral and multilateral that assess intentions, objectives, plans or possible courses of interaction.	Disposition: PERMANENT .
Begin: 1983	End: Present		
Subject TAGS: PRES		Title/Description: External Research. Used for documents dealing with research programs and studies in the social and behavioral sciences and humanities dealing with international relations, or with foreign areas and peoples, conducted by private scholars in the United States and abroad. Use also for political sensitivity review of proposed Government sponsored research projects (contracts or grants). Do not use for in-house research.	Disposition: PERMANENT .
Begin: 1980	End: 1980		
Subject TAGS: PROP		Title/Description: Propaganda and Psychological Operations. Covers the spreading of ideology, information, or rumor for the purpose of	Disposition: PERMANENT .
Begin: 1974	End: Present		

This schedule applies only to the automated telegram segment of the Central Foreign Policy File. It may not be applied to the files of operating bureaus, offices, and staffs.

		supporting or defaming nations, institutions, causes, peoples or persons.	
Subject TAGS: PSDC			
Begin:	End:	Title/Description:	Disposition:
1976	1980	Secretary's Diplomatic Correspondence. Used on all messages that transmits text of diplomatic messages to or from the Secretary of State, Acting Secretary, or principal officers of the Department	PERMANENT.
Subject TAGS: PTER			
Begin:	End:	Title/Description:	Disposition:
1983	Present	Terrorists and Terrorism. Covers all aspects of terrorism which transcend national boundaries due to the nationality of the perpetrator, victim, place, or the incident.	PERMANENT.

This schedule applies only to the automated telegram segment of the Central Foreign Policy File. It may not be applied to the files of operating bureaus, offices, and staffs.

SOCIAL AFFAIRS "S"			
Subject TAGS: SCOM		Title/Description:	Disposition:
Begin: 1983	End: 1983	Communications Media. Includes the cultural/social or political impact towards the exchange, by any means, of information, knowledge, or ideas.	PERMANENT.
Subject TAGS: SCUL		Title/Description:	Disposition:
Begin: 1973	End: Present	Cultural Affairs. Covers any part or totality of a nation's behavior patterns, arts, beliefs, institutions, or sociology.	PERMANENT.
Subject TAGS: SEDU		Title/Description:	Disposition:
Begin: 1974	End: 1980	Education. Used for documents treating educational systems and institutions. Covers (1) educational policies and programs, (2) educational institutions, (3) levels and types of education provided, (4) teacher training, (5) teaching methods, (6) language training programs, and (7) illiteracy.	PERMANENT.
Subject TAGS: SENV		Title/Description:	Disposition:
Begin: 1973	End: Present	Environmental Affairs. Covers the preservation, deterioration, and conservation of natural and animal resources, the air, water, land, and space environments.	PERMANENT.

This schedule applies only to the automated telegram segment of the Central Foreign Policy File. It may not be applied to the files of operating bureaus, offices, and staffs.

Subject TAGS: SGEN		Title/Description: Social Affairs (General). Used only when the more specific TAGS in this category do not appear applicable.	Disposition: PERMANENT.
Begin: 1973	End: 1980		
Subject TAGS: SHUM		Title/Description: Human Rights. Used for documents concerning the rights attributable to individuals as human beings. Covers (1) organizations concerned with human rights, (2) programs and policies established to insure the availability of human rights, (3) violations of human rights, (4) discrimination on the basis of race, religion, color, sex, or age, (5) slavery, (6) condition and status of youth, women, and children, and (7) pogroms, genocide, mass deportations, ethnic and color relations, including apartheid.	Disposition: PERMANENT.
Begin: 1974	End: 1983		
Subject TAGS: SMIG		Title/Description: Migration. Covers the legal or illegal movement of people across borders, border control and the treatment of aliens by receiving states.	Disposition: PERMANENT.
Begin: 1995	End: Present		
Subject TAGS: SNAR		Title/Description: Narcotics. Covers the illegal production, distribution, and use of narcotic drugs.	Disposition: PERMANENT.
Begin: 1973	End: Present		

This schedule applies only to the automated telegram segment of the Central Foreign Policy File. It may not be applied to the files of operating bureaus, offices, and staffs.

Subject TAGS: SOCI		Title/Description:	Disposition:
Begin: 1973	End: Present	Social Conditions. Covers the conditions and factors that affect the social welfare of a community.	PERMANENT.
Subject TAGS: SOPN		Title/Description:	Disposition:
Begin: 1974	End: 1980	Public Opinion and Information. Used for planned efforts by governmental and private organizations to keep the public informed about their activities. Covers (1) general policies and programs, (2) press conferences, etc., (3) information agencies and officers and their activities, (4) public opinion surveys and polls, (5) statements and view of individuals and groups which do not reflect official policy, (6) public reaction to official information efforts, and (7) use of motion pictures, radio, television, and the press as cultural media or to disseminate information.	PERMANENT.
Subject TAGS: SPOP		Title/Description:	Disposition:
Begin: 1973	End: 1980	Population. Includes population data, population distribution, population movements and vital statistics.	PERMANENT.
Subject TAGS: SREF		Title/Description:	Disposition:
Begin: 1973	End: 1983	Refugees. Includes all refugee matters, e.g., refugee relief, repatriation, and	PERMANENT.

This schedule applies only to the automated telegram segment of the Central Foreign Policy File. It may not be applied to the files of operating bureaus, offices, and staffs.

		refugee resettlement.	
Subject TAGS:	SWEL	Title/Description:	Disposition:
Begin:	End:	Public Welfare. Includes child welfare, disaster relief of all kinds, public health, and other social services.	PERMANENT..
1973	1980		

This schedule applies only to the automated telegram segment of the Central Foreign Policy File. It may not be applied to the files of operating bureaus, offices, and staffs.

TECHNOLOGY AND SCIENCE "T"			
Subject TAGS: TATT		Title/Description:	Disposition:
Begin:	End:	Technical Assistance and Technology Transfer. Used for all matters relating to policies and activities of governmental and private organizations involved in technical assistance activities and the transfer of technology.	PERMANENT.
1977	1980		
Subject TAGS: TBIO		Title/Description:	Disposition:
Begin:	End:	Biological and Medical Science. Includes the anatomy, physiology, chemistry, and psychology that affect living organisms and the mechanisms of their expression.	PERMANENT.
1973	1977 Present per State Dept email 10/27/09		
(10/22/09)			
Subject TAGS: TECH		Title/Description:	Disposition:
Begin:	End:	Technology. Includes technology exchange, specific technologies (i.e., nuclear energy, electric power) and engineering.	PERMANENT.
1973	1977		
Subject TAGS: TGEN		Title/Description:	Disposition:
Begin:	End:	Technology and Science (General). Used only when the more specific TAGS in this category do not appear applicable.	PERMANENT.
1973	1977		

This schedule applies only to the automated telegram segment of the Central Foreign Policy File. It may not be applied to the files of operating bureaus, offices, and staffs.

Subject TAGS: TINT		Title/Description: Internet Technology. Covers technological issues associated with the Internet.	Disposition: PERMANENT.
Begin: 2000	End: Present		
Subject TAGS: TNGD		Title/Description: Engineering Research and Development. Includes the design, construction, and operation of structures, equipment and systems.	Disposition: PERMANENT.
Begin: 1980	End: Present		
Subject TAGS: TNUC		Title/Description: Nuclear Technology. Used for all papers dealing with nonmilitary nuclear developments. Covers government and private organization activities in research and development. See TATT for exchange of nuclear technology and ENRG for sales and public utilities/services.	Disposition: PERMANENT.
Begin: 1980	End: 1980		
Subject TAGS: TOCY		Title/Description: Oceanography. Used for all matters relating to the marine sciences, including physical, chemical, geological, biological, and geophysical oceanography and related research, technology, and services (e.g., data exchange and ocean monitoring). Covers (1) private and governmental organizations concerned with marine science, (2) marine science policies and programs, (3) international cooperation and	Disposition: PERMANENT.
Begin: 1977	End: 1980		

This schedule applies only to the automated telegram segment of the Central Foreign Policy File. It may not be applied to the files of operating bureaus, offices, and staffs.

		agreements, (4) the quality of the ocean environment, including marine pollution, (5) hydrography, (6) mapping and charting the ocean, (7) seismic sea waves and storm surges (also called Tsunamis and tidal waves), (8) air/sea interaction, (9) ocean engineering, and (10) oceanographic research vessel operations.	
Subject TAGS: TPHY		Title/Description:	Disposition:
Begin: 1973	End: Present	Physical Sciences. Used for research and development in any of the physical sciences.	PERMANENT .
Subject TAGS: TRGY		Title/Description:	Disposition:
Begin: 1980	End: Present	Energy Technology. Used for research and development of energy sources.	PERMANENT .
Subject TAGS: TSPA		Title/Description:	Disposition:
Begin: 1973	End: Present	Space Activities. Covers research and development leading to and resulting in the exploration and utilization of outer space.	PERMANENT .
Subject TAGS: TSPL		Title/Description:	Disposition:
Begin: 1990	End: Present	Science and Technology Policy. Covers government policy and planning for Science and Technology (S&T).	PERMANENT .

This schedule applies only to the automated telegram segment of the Central Foreign Policy File. It may not be applied to the files of operating bureaus, offices, and staffs.