

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> (See Instructions on reverse)		HAVE BLANK (NARA use only)	
		JOB NUMBER <b>NI-59-07-12</b>	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		DATE RECEIVED <b>8/6/07</b>	
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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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 Office of the Legal Adviser			
3. MINOR SUBDIVISION Office of Treaty Affairs			
4. NAME OF PERSON WITH WHOM TO CONFER Margaret Keapproth	5. TELEPHONE (202) 663-2170	DATE <b>4/10/08</b>	ARCHIVIST OF THE UNITED STATES <i>Mr Wentz</i>

**6. AGENCY CERTIFICATION**  
 I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached 1 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies,

is not required;
  is attached; or
  has been requested.

DATE <b>7/24/2007</b>	SIGNATURE OF AGENCY REPRESENTATIVE Margaret G. Peppe <i>Margaret G. Peppe</i>	TITLE Department Records Officer
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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 GRS OR SUPERSEDED JOB CITATION	10.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		

*14 copies @ 4/14/08 sent to Agency, NWRM, NWRME, NWRM, NACT-2P*

115-109      NSN 7540-00-634-4064      STANDARD FORM 115 (REV. 3-91)  
 PREVIOUS EDITION NOT USABLE      Prescribed by NARA  
 (4/1/08)      36 CFR 1228

## Office of Treaty Affairs (L/T)

### 1. Original Treaties and Agreements in Force - Arranged in numerical order by TIAS (publication) number.

**Description:**

Original treaties and agreements in force having undergone ratification and proclamation by the President. Consist of original agreement and TIAS publication, if applicable. Included are classified treaties which are not published. Recordkeeping medium is paper.

**Disposition:**

Permanent. Retire to RSC for immediate transfer to National Archives as volume warrants.

**DispAuthNo:** N1-59-95-11, item 60

### 2. Original Agreements Not Published - Arranged by subject and date

**Description:**

Original agreements that are not published. Record keeping medium is paper.

**Disposition:**

Permanent. Retire to RSC for immediate transfer to National Archives as volume warrants.

**DispAuthNo:** New item.

### ~~3. TIAS Publications Documentation~~

**Description:**

~~Correspondence, documents, galley, manuscripts, Publishing Services Requisition/Purchase Order/Invoice/Receiving Report/Voucher (DS-5R).~~

~~**Disposition:** Temporary. Destroy 1 year after publication.~~

~~**DispAuthNo:** N1-59-95-11, item 61~~

### ~~4. Vital Records~~

**Description:**

~~Consist of extra copies of TIAS publications, texts of agreements not published, UST Bound Volumes (United States Treaties), Treaties in Force yearly publications and Slip Laws (Public Law) deposited at relocation site.~~

~~**Disposition:** Temporary. Retain at relocation site until notified by L/T.~~

~~**DispAuthNo:** N1-59-95-11, item 62~~

## **5. Treaty and Agreement Background Files - Arranged by subject**

### **Description:**

Texts and background information on treaties and other international agreements of the United States (1778-Present). Copies of treaties, translations and transmittals, copies of texts of agreements; telegrams, airgrams and dispatches; memoranda and other official correspondence of background interest.

Recordkeeping medium is paper.

**Disposition:** Permanent. Retire to RSC 5 years after termination of agreement for transfer to WNRC. Transfer to the National Archives 30 years after termination of agreement.

**DispAuthNo:** N1-59-95-11, item 63

## **6. Treaty and Agreement Index Card File**

### **Description:**

Used with treaty background files. Abstracts containing vital information relating to treaties, i.e. where signed, date of entry into force, duration, amendments, extensions, etc., termination dates and action, legal basis, etc. Use of the card file ended c. 2004. Recordkeeping medium is paper.

**Disposition:** Permanent. Retain in L/T until automated; then retire to RSC for transfer to the National Archives in 2010.

**DispAuthNo:** N1-59-95-11, item 64

## **7. Treaty and Agreement Negotiating Files - Arranged by subject**

### **Description:**

Texts and background information on treaties and other international agreements of the United States which have not been concluded but are in the negotiating stage. Copies of proposed treaties, translations and transmittals, copies of texts of agreements, telegrams, memoranda and other official correspondence of background interest. Recordkeeping medium is paper.

**Disposition:** Permanent. When treaty or agreement has been concluded, remove and place in treaty background file or retire as a separate collection. Retire to RSC 5 years after termination of agreement or as volume warrants for transfer to WNRC. Transfer to the National Archives 30 years after termination of agreement.

**DispAuthNo:** N1-59-95-11, item 65

## **8. Agreements between countries in which the U.S. is not a participant (Bilateral and Multilateral)**

### **Description:**

Copies of text and related background information on multilateral agreements between multiple countries of which the U.S. is not a participant. Copies of the agreements, telegrams, airgrams, dispatches and other related correspondence of background interest. Recordkeeping medium is paper.

**Disposition:** Permanent. Cut off as volume and use warrant. Retire to RSC for transfer to WNRC. Transfer to NARA when 30 years old.

**DispAuthNo:** N1-59-95-11, item 66

## **9. Treaty and Agreement Log Books**

### **Description:**

Log of all treaties and agreements which it received. The log includes the following information: date of receipt, classification, country with which agreement is made, date signed, subject, and the TIAS number (when appropriate). Recordkeeping medium is paper.

**Disposition:** Permanent. When no longer needed, transfer to the National Archives.

**DispAuthNo:** N1-59-95-11, item 67

## ~~10. Circular 175 Logs~~

### ~~Description:~~

~~Logs consisting of abstracts of the Circular 175 memorandums maintained by subject.~~

~~**Disposition:** Temporary. Destroy when no longer needed.~~

~~**DispAuthNo:** N1-59-95-11, item 68~~

## ~~11. Circular 175 Memorandum~~

### ~~Description:~~

~~Copies of action memorandum to Department principals recommending authorization to negotiate and/or conclude international agreements. (Master copy maintained as part of Treaty and Agreement Background Files.)~~

~~**Disposition:** Temporary. Retain in L/T as reference. Destroy when no longer needed.~~

~~**DispAuthNo:** N1-59-95-11, item 69~~

## **12. Central Subject Matter Files (General Treaty and Agreement Information Files)**

### **Description:**

Memorandums, reports, opinions, lists, correspondence, documents, and other information on the general subject of treaties and agreements. Topics include treaty and agreement practice, treaty and agreement termination, dispute settlements, and other such matters. Recordkeeping medium is paper.

**Disposition:** Permanent. Cut off as volume and use warrant. Retire to RSC for transfer to WNRC. Transfer to NARA when 30 years old.

**DispAuthNo:** N1-59-95-11, item 70

### ~~13. Treaties in Force Publication~~

~~**Description:**~~

~~Publication listing treaties and international agreements to which the United States has become a party and which are carried on the records of the Department of State as being in force as of January 1 of each year.~~

~~**Disposition:** Temporary. Destroy when superseded.~~

~~**DispAuthNo:** N1-59-95-11, item 71~~

### **14. Depository Documentation: Individual Country Files**

**Description:**

Treaties for which the United States is a depository, individual country files for states that ratify/sign- including original full power documents, instruments of ratification, and any related documentation (telegrams, faxes, and correspondence). Recordkeeping medium is paper.

**Disposition:** Permanent. Retire to the National Archives as volume warrants.

**DispAuthNo:** New item.

### **15. Depository Documentation: Original Treaties**

**Description:**

Originals of treaties for which the United States is a depository. Recordkeeping medium is paper.

**Disposition:** Permanent. Once no longer needed for signature, transfer to the National Archives.

**DispAuthNo:** New item.

### **16. UN Registration Files and Documentation**

**Description:**

Correspondence, documents, treaty slips regarding the registration of treaties and agreements at the United Nations. Recordkeeping medium is paper.

**Disposition:** Permanent. Retire to RSC for transfer to WNRC. Transfer to NARA when 30 years old.

**DispAuthNo:** New item.