

<b>Request for Records Disposition Authority</b> (See Instructions on reverse)	
<b>To: National Archives and Records Administration (NIR)</b> Washington, DC 20408	
1. From: (Agency or establishment) Department of State	
2. Major Subdivision Assistant Secretary, Bureau of Consular Affairs (CA/AS)	
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 N1-59-08-6	
Date Received 3/18/08	
<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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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 3/18/08	Archivist of the United States <i>Ann W...</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 3 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies:

is not required       is attached       has been requested

Signature of Agency Representative Tasha M. Thian <i>Tasha M. Thian</i>	Title Agency Records Officer	Date (mm/dd/yyyy) 03-11-2008
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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 GRS or Superseded Job Citation	10.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.		

(5/30/07)

4/28/08

**Continuation Pages  
SF-115, Request for Records Disposition Authority  
Bureau of Consular Affairs**

**Assistant Secretary – Front Office**

**1. Assistant Secretary's Subject File**

Description: Hard copy file contains incoming and outgoing correspondence and memoranda. Subjects are Department and Bureau decision memoranda, Congressional correspondence, GAO and OIG report correspondence, position papers, handwritten notes, and other documentations on discussions, and Diplomatic Notes. Material is filed by subject within a certain time period. Recordkeeping medium is paper.

Disposition: PERMANENT. Cutoff every two months and hold in office. Block in four month increments and retire to the RSC for transfer to WNRC when five years old. Transfer to National Archives when 25 years old.

DispAuthNo: TBD

**2. Assistant Secretary's Daily Activities**

Description: Daily activities of the Assistant Secretary are maintained by the Personal Assistant using Microsoft Calendar. Daily activity calendar is sent via email to CA Staffers' mailbox as well as to appropriate officers to inform personnel of the activities of the Assistant Secretary.

Disposition: TEMPORARY. Delete all copies except the electronic copy contained in the CA Staffers mailbox. Dispose of calendar in accordance with disposition instructions for the CA Staff Assistant Group Inbox, which is to delete in 10 years.

Disposition Authority: TBD

### 3. CA Staff Assistant's Read File

Description: An electronic email file that contains messages (with attachments) acted upon by the Assistant Secretary, documenting each day's completed actions. Attachments may include scanned images of related documents. The electronic folder is distributed to and used by senior staff members as a resource of complete substantive products, and to provide awareness of products completed or acted upon each day. Final products are filed in the Subject File upon completion.

a. Documents scanned for attachment to email file. The record copy of these records is maintained permanently with the Assistant Secretary's Subject Files. Medium is paper.

Disposition: TEMPORARY. Destroy input copy upon verification of image quality and legibility.

DispAuthNo: TBD

b. Email messages with attachments sent to and received from senior staff officers. Medium is electronic.

Disposition: TEMPORARY. Retain in CA Staff Assistant Group Inbox within Outlook. See Outlook Shared Drive – Archive File for final disposition.

DispAuthNo: TBD

#### ~~c. Completed Products~~

~~Description: Memoranda, reports, and other substantive products completed, printed from email file, and signed by the Assistant Secretary. The products include original tasking and key background papers. Medium is paper.~~

~~Disposition: File in Assistant Secretary's Subject File upon completion, signature, and distribution. See Assistant Secretary's Subject File item for final disposition.~~

~~DispAuthNo:~~

#### **4. Outlook Shared Drive – Archive File**

**Description:** Using a shared hard drive, CA Staff Assistants store all completed e-mails sent to the CA Staffers Mailbox. The email messages with attachments contain all background and draft materials used to produce the final documents. In addition, the Group Inbox and the A/S daily activities are included in the Outlook Data Files maintained on the shared drive. The archived folders are listed chronologically and cover the period CY 2005 to present. Medium is electronic.

**Disposition:** TEMPORARY. Delete when 10 years old.

**DispAuthNo:** TBD

#### **5. Electronic Mail and Word Processing**

**Description:** Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by the other items in this schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.

- a. Copies that have no further administrative value after the recordkeeping copy has been produced.

**Disposition:** Destroy/delete within 180 days after the recordkeeping copy has been produced.

**DispAuthNo:** GRS 20, item 10a.

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

**Disposition:** Destroy/delete when dissemination, revision, or updating is completed.

**DispAuthNo:** GRS 20, item 10b