

Request for Records Disposition Authority
(See Instructions on reverse)

To: National Archives and Records Administration (NIR)
Washington, DC 20408

1. From: (Agency or establishment)
Department of State

2. Major Subdivision
Bureau of Near East Affairs (NEA)

3. Minor Subdivision
Regional Affairs (NEA/RA)

4. Name of Person with whom to confer
Margaret Keapproth (A/ISS/IPS-RA)

5. Telephone (include area code)
202-663-2170

Leave Blank (NARA Use Only)

Job Number
NI-59-08-8

Date Received
3/18/08

Notification to Agency
In accordance with the provisions of 44 U.S.C. 3303a, the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.

Date
PL23102

Archivist of the United States
[Signature]

6. Agency Certification
I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached 2 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies:

is not required is attached has been requested

Signature of Agency Representative
Tasha Thian (A/ISS/IPS-RA) *[Signature]*

Title
Department Records Officer

Date (mm/dd/yyyy)
2/5/08

7. Item Number	8. Description of Item and Proposed Disposition	9. GRS or Superseded Job Citation	10. Action taken (NARA Use Only)
	Please see attached pages		

(7/21/08)

Disposition Schedule for Near Eastern Affairs

NEA – Office of Regional Affairs (NEA/RA)

1. Program Files

Description: Cables, memorandums, memorandums of conversation, reports, clippings, general correspondence, questions and answers, E-mail messages and other material relating to peace process and regional issues. In addition to general files, there are files on military matters, economic matters, and Peace Process matters. Recordkeeping medium is paper.

Disposition: Permanent. Block files annually. Retire to the RSC when 3 years old for transfer to WNRC. Transfer to the National Archives when 25 years old.

DispAuthNo: N1-59-95-20, item 10

2. Multinational Force and Observers (MFO) Files

Description: Telegrams, reports, memorandums, correspondence, clippings, background and briefing materials, publications, diplomatic notes, and other material relating to the operations and activities of the MFO and U.S. Involvement with that organization. Recordkeeping medium is paper.

Disposition: Permanent. Block files annually. Retire to the RSC when 3 years old for transfer to WNRC. Transfer to the National Archives when 25 years old.

DispAuthNo: N1-59-95-20, item 11

3. Congressional Correspondence

Description: Copies of incoming Congressional letters and NEA-prepared responses.

Disposition: Temporary. Destroy when 3 years old.

DispAuthNo: N1-59-95-20, item 12

4. Munitions Control Cases

Description: Requests for NEA's comment on munitions control cases.

Disposition: Temporary. Destroy when 5 years old

DispAuthNo: N1-59-95-20, item 13

5. National Disclosure Policy Committee (NDPC) Files

Description: NEA's comments on the work of the National Disclosure Policy Committee.

Disposition: Temporary. Destroy when 5 years old.

DispAuthNo: N1-59-95-20, item 14

6. Working Files

Description: Included are: duplicate copies of cables, letters, intelligence reports, emails and other documents; rough drafts of documents; information that does not relate to the file topic; and cables printed exclusively for convenience.

Disposition: Temporary. Destroy when no longer needed. Each officer is responsible for ensuring that the office Subject or Program Files are complete and that all non-essential "Working File" documents are separated and destroyed.

DispAuthNo: New Item

*Non-
release*