

**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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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 GRS or Superseded Job Citation	10.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*