

# 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

South and Central Asian Affairs (SCA)

3. Minor Subdivision

(SCA/INS), (SCA/CEN), (SCA/A), and (SCA/PB)

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-059-08-9

Date Received

3/19/08

### 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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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

8-28-08

Archivist of the United States

Adrienne C. Thomas

### 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 4 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)

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 GRS or Superseded Job Citation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

(7/9/08 state concurred)

9/2/08 copies sent to Agency, NWSMD, NWSMW, NWCT-2 P

## Disposition Schedule for South and Central Asian Affairs – revised

### All SCA Geographic Offices – India, Nepal, Sri Lanka, Bhutan, and Maldives Affairs (SCA/INS), Afghanistan Affairs (SCA/A), Pakistan and Bangladesh Affairs (SCA/PB), and Central Asian Affairs (SCA/CEN)

#### 1. Subject or Program Files

Description: Correspondence, letters, reports, cables, memorandums, notes, and other documents concerning U.S. relations with and conditions in the areas of India, Nepal, Sri Lanka, Bhutan and Maldives, Afghanistan, Pakistan and Bangladesh, and Central Asia. Information arranged by TAGS/Terms, countries, subjects, and organizations documenting the Office's guidance and instruction on policy developments and issues regarding regional security, nuclear and missile nonproliferation, economic, political, military, consular, foreign relations, narcotics, Congressional relations, environmental and cultural affairs, and general issues of concern to the Department.

##### a.) Official Files

Disposition: Temporary. Cut off at end of calendar year. Transfer to the RSC 3 years after cut off or sooner if no longer needed for current operations for transfer to WNRC. Destroy 7 years after cut off.

DispAuthNo: Formerly N1-59-99-14, item 1a

##### ~~b.) Electronic version of records created by electronic mail and word processing applications.~~

Disposition: Temporary Destroy/delete within 180-days after recordkeeping copy has been produced.

DispAuthNo: GRS 20, Items 13 and 14

#### ~~2. 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: Non-Record Materials

### 3. Historical Files

Description: Unique collections of records relating to key events, crisis, or issues that have been retained in the office and are of greater historical significance than typical Subject or Program Files. Includes cables, reports, news clippings, letters, notes, memorandums and other material surrounding historically significant events.

#### a. Official Files

Disposition: Permanent. Block file annually. Retire to the RSC when 5 years old or sooner if no longer needed for current operations for transfer to WNRC. Transfer to the National Archives when 25 years old.

NOTE: Recordkeeping copy is paper.

DispAuthNo: New item

#### ~~b.) Electronic version of records created by electronic mail and word processing applications.~~

Disposition: Temporary. Destroy/delete within 180-days after recordkeeping copy has been produced.

DispAuthNo: GRS 20, Items 13 and 14

### 4. Biographic Files

Description: Telegrams, newspaper articles, intelligence reports, etc., containing background information on political figures, foreign ministry officials, military leaders, etc.

#### a. Official Files

Disposition: Temporary. Retain in the office. Screen and destroy when no longer needed.

DispAuthNo: N1-59-99-14, item 3a

~~b. **Electronic version of records created by electronic mail and word processing applications.**~~

Disposition: Temporary. Retain in the office. Screen and destroy when no longer needed.

DispAuthNo: GRS 20, Items 13 and 14

## 5. Briefing Books

Description: Briefing books generated for working group meetings, committees, transition teams, Congressional Hearings, planning groups, etc.

**a(1). Master set.**

Disposition: Permanent. Retire when 5 years old or sooner to RSC for transfer to WNRC. Transfer to the National Archives when 25-years old.

NOTE: Recordkeeping copy is paper.

DispAuthNo: N1-59-99-14, item 6a(1)

~~a(2). **Electronic version of records created by electronic mail and word processing applications.**~~

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

DispAuthNo: GRS 20, Items 13 and 14

**b. Duplicate set.**

Disposition: Temporary. Destroy when 1-year old or when no longer needed.

DispAuthNo: N1-59-99-14, item 6b

## 6. Task Force/Working Group Files

Description: Files accumulated during a Task Force consisting of activity logs (chronology of events), news tickers, press guidance and releases,

memorandums, incoming and outgoing telegrams, issue papers, contact lists, schedules, minutes of meetings, E-mail and other related documents.

**a. 7<sup>th</sup> Floor Task Force/ Working group**

Disposition: Temporary. After ascertaining that the disbandment report containing all substantive happenings and activities on a day-by-day, shift-by-shift basis is received by the Operations Center, Executive Secretariat (S/ES-O), destroy 1 year after termination of the Task Force. The Executive Secretariat (S/ES) is responsible for the historical record.

DispAuthNo: Formerly N1-59-95-20, item 3a

**b. Bureau Level Task Force/Working Group.** Administrative material consisting of information on staffing, schedules, telephone contact lists, schedules of meetings and other information of a non-substantive nature. Substantive material consisting of telegraphic traffic including other agency telegrams, the activity log (chronology of events), press guidance and releases, memorandums, papers and/or briefing material.

Disposition: Permanent. Transfer to RSC 1 year after termination of Task Force/Working Group for transfer to WNRC. Transfer to the National Archives when 25 years old.

NOTE: Recordkeeping copy is paper.

DispAuthNo: Formerly N1-59-95-20, item 3b