

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 Bureaus of Near East Affairs (NEA) and South and Central Asian Affairs (SCA)	
3. Minor Subdivision Executive Office (NEA/SCA/EX)	
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-059-08-11	
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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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 6/6/07	Archivist of the United States <i>[Signature]</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 Thian (A/ISS/IPS-RA)	Title Department Records Officer	Date (mm/dd/yyyy) 2/12/08
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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 GRS or Superseded Job Citation	10.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)
	Please see attached pages		

LC 6/13/08 copies sent to agency, NUOMA, NUOMU, & LWCT-2P

Near East Asia/South and Central Asian Affairs – Executive Office (NEA/SCA/EX)

1. National Security Decision Directive (NSDD 38)

Description: NSDD 38 is the authority for staffing the Diplomatic Missions and constituent posts. Information is arranged by NEA/SCA countries and contains background information and Department's approval on the increase or decrease of positions at posts. Consists of telegrams, memorandums, congressionals, directives, etc.

Disposition: Temporary. Retain until no longer needed

DispAuthNo: New item

2. Post Management Office (PMO) Country Files

Description: Information arranged by countries and subjects on administrative issues and activities exchanged with the posts. Concerns budget, personnel, buildings, travel, etc. Consists of cables, memorandums, e-mail, etc.

Disposition: Temporary. Block files annually. Retire when 2 years old to the Records Service Center (RSC) and destroy when 5 years old.

DispAuthNo: New item

3. Subject Files – PMO

Description: General information on administrative issues applicable to all posts, i.e. Department's guidance on administration matters. Information is retained both in a central files maintained by the secretary and some officers maintain separate file.

Disposition: Temporary. Review files annually. Destroy obsolete or superseded Information.

DispAuthNo: New item

4. Historical Files – PMO

Description: Information maintained on countries where diplomatic relations were interrupted, emergency evacuations, or political unrest that impacted US relations with the county. The information contained in these files are on administrative issues surrounding the event,

i.e. emergency evacuation, closing of post, reopening of post, etc.
Contains cables, memorandums, reports, e-mail, etc.

Disposition: Temporary. Retire one year after US relations with the country has resumed. Destroy when 10 years old.

DispAuthNo: New item

5. Mission Program Plans

Description: Annual submissions by the posts identifying goals and objectives for the post on administrative issues. Consists of cables, reports, and follow-up information by the PMO.

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

DispAuthNo: New item

6. FAAS Files

Description: Reimbursement from other agencies for their operating expenses at posts. Includes cables, memos, email, printouts, etc.

Disposition: Temporary. Block information by fiscal year. Destroy 3 years after period covered by account. (Final paperwork on transfer of funds is submitted to FMP for processing.)

DispAuthNo: New item

7. Posts Budget Files

Description: Subject files arranged by posts covering budget operations, issues, and projects at posts. Contains cables, e-mail, reports, etc.

Disposition: Temporary. Block information by year. Destroy when 2 years old.

DispAuthNo: New item

8. Transportation Documents

Description: ~~Being~~ Office copies of Government transportation vouchers, requests. Travel authorizations, and supporting documents.

Disposition: Temporary. Destroy when 3 years old.

DispAuthNo: New item

All changes made per
telephone conversation of
June 3, 2008 between Katherine
Kirkpatrick and Emma Stelle (NAEA).
(State)

Emme St 6/3/08.