

Request for Records Disposition Authority	
(See Instructions on reverse)	
To: National Archives and Records Administration (NIR) Washington, DC 20408	
1 From (Agency or establishment)	U S Department of State
2 Major Subdivision	Bureau of East Asian and Pacific Affairs
3 Minor Subdivision	Office of Economic Policy - EAP/EP
4 Name of Person with whom to confer	5 Telephone (include area code)
Shelia A Prince	(202) 261-8428

Leave Blank (NARA Use Only)	
Job Number	N1-59-09-8
Date Received	4/8/09
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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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	Archives of the United States
14 Jan 2010	

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 M Thian	Title Agency Records Officer	Date (mm/dd/yyyy) 3/25/09
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7 Item Number	8 Description of Item and Proposed Disposition	9 GRS or Superseded Job Citation	10 Action taken (NARA Use Only)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 Attached Schedule		

**Bureau of East Asian and Pacific Affairs
Office of Economic Policy (EAP/EP)
Records Disposition Schedule**

1. Subject/Program Files

Description: Correspondence, letters, reports, cables, memorandums, notes, email and other documents concerning U.S economic, trade, security and public health interest in the Asian-Pacific region. Information arranged chronologically, by TAGS/Terms.

Disposition: TEMPORARY. Cut off at end of calendar year. Destroy no sooner than 3 years after cutoff, but no later than 7 years after cutoff.

DispAuthNo:

2a. Asia-Pacific Economic Cooperation (APEC) Program Files

Description: Asia-Pacific Economic Cooperation (APEC) is the premier forum for facilitating economic growth, cooperation, trade and investment in the Asia Pacific region.

a. Files documenting policy, deliberations, findings, and recommendations, including such records as directives, memorandums, agendas, briefing books, minutes, testimony, reports, studies, correspondence, work plans, substantive records relating to research studies and other projects, and documentation of subcommittees, working groups/task forces, or other subgroups that support reports and recommendations to APEC.

Disposition: PERMANENT. Cut off at end of calendar year. Retire to RSC 3 years after cut off or later, if necessary for current operations. Transfer to the National Archives 25 years after cut off.

NOTE. Record copy limited to paper.

DispAuthNo:

2b. Asia-Pacific Economic Cooperation (APEC) Administrative Files

Description: Asia-Pacific Economic Cooperation (APEC) is the premier forum for facilitating economic growth, cooperation, trade and investment in the Asia Pacific region.

b. Files that relate to day-to-day Cooperation activities and/or do not contain unique information of historical value, including such records as routine correspondence, reference and working files, and other routine records, such as public mail, requests for information, consultant personnel files, records relating to logistical aspects of

meetings and extra copies of records described in sub-item a.

Disposition: TEMPORARY. Cut off at end of calendar year. Destroy/delete when 3 years old or when no longer needed.