

# 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

Front Office - EAP/FO

4. Name of Person with whom to confer

Shelia A. Prince

5. Telephone (include area code)

(202) 261-8428

## Leave Blank (NARA Use Only)

Job Number

N1-59-09-10

Date Received

4/15/09

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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

2012 10

Archivist of the United States

### 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)

4/6/09

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 GRS or Superseded Job Citation	10.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  
Front Office–EAP/FO  
Records Disposition Schedule**

**1. Assistant Secretary Subject Files**

**Description:** Policy and decision papers, studies, speeches, confirmation briefing papers, telegrams, memorandums, briefing papers and books, email and correspondence arranged by subject.

**Disposition:** Permanent. Cut off end of calendar year. Retire to the RSC 5 years after cut off or sooner. Transfer to the National Archives when 25-years old.

**Note: Record copy limited to paper.**

**DispAuthNo:**

**2. Assistant Secretary Calendar and Appointment Book**

**Description:** Calendar and appointment book containing annotations relating to appointments and meetings.

**Disposition:** Permanent. Cut off end of calendar year. Retire to the RSC 5 years after cut off or sooner. Transfer to the National Archives when 25-years old. (Retire with Assistant Secretary subject files for the appropriate year.)

**Note: Record copy limited to paper.**

**DispAuthNo:**

**3. Subject/Policy Files (7<sup>th</sup> Floor Issues)**

**Description:** Files contains action memos to and from the Assistant Secretary; White House correspondences; Information Memos; briefing checklists; 7<sup>th</sup> Floor taskers and notes; exdis and nodis cables; reports; legislative correspondence and other related documentation. Arranged by month and year.

**Disposition:** Permanent. Cut off end of calendar year. Retire to the RSC 5 years after cut off or sooner. Transfer to the National Archives when 25-years old.

**Note: Record copy limited to paper.**

**DispAuthNo:**

4.

**Trip Papers**

**Description:** Memorandums, issue papers, travel agendas, briefing checklists. Prepared for 7<sup>th</sup> floor. Arranged by meeting title and date.

**Disposition:** Temporary. Cut off at end of calendar year. Retire to RSC when 2 years old. Destroy when 5 years old.

**DispAuthNo:**

5.

**Roger, EXDIS and NODIS Channel Messages**

**Description:** Copies of incoming and outgoing Roger, EXDIS and NODIS telegrams. Arranged by country. Accumulation 2006 to the present.

**Disposition:** Temporary. Cutoff annually. Destroy when two years old or when no longer needed, whichever is later. Inform S/S for control purposes. Do not retire.

**DispAuthNo:**

6.

**Interagency Meeting Files**

**Description:** Memorandums, reports and related records documenting interagency policy and planning issues.

**Disposition:** Permanent. Cut off end of calendar year. Retire to the RSC 5 years after cut off or sooner. Transfer to the National Archives when 25-years old.

**Note: Record copy limited to paper.**

**DispAuthNo:**