

# 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  
All EAP Geographical Desks - ANP, CM, J, K, MLS, MTS and TC

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  
NI-059-09-14

Date Received  
4/14/09

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10

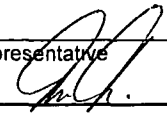
Date  
22 Apr 10

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 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 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7 Item Number	8 Description of Item and Proposed Disposition	9 GRS or Superseded Job Citation	10 Action taken (NARA Use Only)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  
Records Disposition Schedule for**

*All Geographic Desks for the Office of Japanese Affairs (EAP/J), Office of Korean Affairs (EAP/K), Office of Maritime Southeast Asia (EAP/MTS), Office of Mainland Southeast Asia (EAP/MLS), Office of China & Mongolia (EAP/CM), Office of Australia, New Zealand and Pacific Islands (EAP/ANP) and Taiwan Coordination Staff (EAP/TC)*

**1. Subject/Program Files**

**Description:** Correspondence, letters, reports, cables, memorandums, notes, email and other documents concerning U.S. relations with and conditions in the countries associated with geographic bureau and Taiwan. 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.

**Disposition:** Temporary. Cut off at end of calendar year. Retire to the RSC 3 years after cut off or later, if necessary for current operations. Destroy 25 years after cut off.

**DispAuthNo:**

**2a. Working Files**

**Description:** ~~Included are extra copies of communications and correspondence; publications of the department and other Federal agencies; newspaper clippings; reference material; studies notes; drafts, interim reports and background data on Office programs, projects and initiatives.~~

~~a. Drafts recording necessary approval or changes and other essential documents.~~

**Disposition:** ~~Screen out official documents for incorporation in the appropriate program file when projects or assignments are completed. Note: See 5 FAH-4, H 215.~~

**DispAuthNo:**

FILING INSTRUCTION .

**2b. Working Files**

**Description:** ~~Included are extra copies of communications and correspondence; publications of the department and other Federal agencies; newspaper clippings; reference material; studies notes, drafts, interim reports and background data on Office programs, projects and initiatives.~~

~~b. Extra copies of communications and correspondence; publications of department and other Federal agencies; newspaper clippings; reference material and other non-essential documents.~~

**Disposition:** ~~Temporary. Destroy the remainder of the file when projects or assignments are completed. Note. See 5 FAH-4, H 216.~~

**DispAuthNo:** Non-record

**3. Historical Files**

**Description:** Unique collections of records relating to key events, crises or issues that have been retained in the office and are of greater historical significance than the typical Subject or Program Files, such as, but not limited to the Six Party Talks, Korean Peninsula, Taiwan Straits, bilateral treaty alliances, etc. Contains cables, reports, news clippings, letters, notes, memorandums and other documentation concerning historically significant events.

**Disposition:** Permanent. Cut off at end of calendar year. Retire to the RSC 5 years after cutoff or later, if necessary for current operations. Transfer to the National Archives when 25 years old.

NOTE: Record copy limited to paper.

**DispAuthNo:**

**4. Biographical Files**

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

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

**DispAuthNo:**

**5. Daily Activity Reports**

**Description:** Incoming and outgoing daily activity reports between posts and desks concerning developments in current events, policy issues, regional security, economical, environmental, political and military, science and technology, and other general issues of concerns to the Department The daily activity reports are also known as end-of-day reports, overnights, etc.

**Disposition:** Temporary. Cut off at the end of calendar year. Destroy 3 years after cut off or when no longer needed, whichever is longer.

**DispAuthNo:**

**6. Briefing Books**

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

**Disposition:** Permanent. Cut off at end of calendar year. Retire to the RSC 5 years after cutoff or later, if necessary for current operations Transfer to the National Archives when 25 years old.

NOTE Record copy limited to paper

**DispAuthNo:**