



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 Office of Regional Programs (IIP/AF,EAP,EUR,NEA/SA,WHA)	
3. Minor Subdivision	
4. Name of Person with whom to confer Robert Kogok	5. Telephone (include area code) 202-663-3903

Leave Blank (NARA Use Only)	
Job Number NI-059-09-16	
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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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 4/16/09	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 	Title ARO	Date (mm/dd/yyyy) 4/7/09
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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 GRS or Superseded Job Citation	10.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 continuation pages.		

June 28, 2010

Office of Regional Programs (AF, EAP, EUR, NEA/SA, WHA)

1. Subject/Project Files

Description: Files contain substantive information relating to the activities of the office directors and office staff in IIP's five regional offices (AF, EAP, EUR, NEA/SA, and WHA) directing and carrying out the policy and program functions and responsibilities of their office. Includes reports, correspondence, telegrams, memoranda, letters, policy files, project records, reports, and other material related to each individual regional office. Arranged chronologically by subject and/or project.

Disposition: PERMANENT. Break files annually, by fiscal year. Retire when 3 years old to a records storage facility for eventual transfer to the National Archives in five-year blocks when twenty-five years old.

DispAuthNo: New item.

~~2. Schedule of Daily Activities~~

~~Description: The records covered by this item include calendars, appointment books, schedules, logs, and any other records documenting the daily activities of the office directors and staff in an official capacity. These records consist of simple lists of dates, times, and name or place of appointments.~~

~~Disposition: TEMPORARY. Destroy or delete when 2 years old or when no longer needed, whichever is longer.~~

~~DispAuthNo: GRS - 23, item 5a~~

3. Office Administrative Files

Description: Records accumulated by the regional offices that relate to the internal administration or housekeeping activities of the offices rather than the overall program, policy, and evaluation functions for which it exists. In general, these records relate to the day-to-day administration of the offices. They include such issues as staffing procedures, training and travel, supplies and office services, use of office space, equipment requests and receipts, and other such material that does not serve as official documentation of the programs of the offices.

Disposition: TEMPORARY. Break file at end of fiscal year. Destroy these items when 2 years old or no longer needed, whichever is sooner.

DispAuthNo: GRS – 23, item 1

4. Duplicate Personnel Files

Description: Duplicate documentation of personnel files maintained outside personnel offices, especially those files centrally maintained by ECA-IIP/EX/HR.

Disposition: TEMPORARY. Review annually and destroy superseded or obsolete documents related to an individual employee upon separation or transfer, or when 1 year old, whichever is sooner.

DispAuthNo: GRS – 1, item 18a

5. Working Papers and Background Material

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

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

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

~~6. Word Processing Files~~

~~Description: Documents such as letters, memoranda, reports, handbooks, directives, and manuals recorded on electronic media such as hard disks or floppy diskettes after they have been copied to an electronic recordkeeping system, paper, or microform for recordkeeping purposes.~~

~~Disposition: TEMPORARY. Delete from word processing system when no longer needed for updating or revision.~~

~~DispAuthNo: GRS-20, item 13~~

7. Electronic Mail Records

Description: Senders and recipient's versions of electronic mail messages that meet the definition of Federal records, and any attachments to the record messages after they have been copied to an electronic recordkeeping system, paper, or microform for recordkeeping purposes.

Disposition: TEMPORARY. Delete from the e-mail system after copying to a recordkeeping system. NOTE: Along with the message text, the recordkeeping system must capture the names of sender and recipients and date (transmission data for recordkeeping purposes) and any receipt data when required.

DispAuthNo: GRS-20, item 14