

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 Bureau of International Information Programs (IIP/IR)	
3 Minor Subdivision	
4 Name of Person with whom to confer Cornelius Kelliher	5 Telephone (include area code) 202-261-8684

Leave Blank (NARA Use Only)	
Job Number	N1-059-09-21
Date Received	4/27/09
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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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	Sept 12 2009 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 5 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) 04-16-2009
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7 Item Number	8 Description of Item and Proposed Disposition	9 GRS or Superseded Job Citation	10 Action taken (NARA Use Only)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		

July 18, 2012

**Office of Regional Coordination & American Spaces
(N1-059-09-21)**

1. Subject/Project Files

Description Files contain substantive information relating to the activities of the Office Director, Deputy Director, and staff directing and carrying out the policy and program functions and responsibilities of the office. Includes reports, correspondence, telegrams, memoranda, policy files, project records, and other material related to the Office of Information Resources. Arranged chronologically by subject and/or project.

Disposition PERMANENT Cutoff at end of fiscal year. Hold in office until inactive and retire to Records Service Center for eventual transfer to the Washington National Records Center. Transfer to the National Archives in five-year blocks when 25 years old.

DispAuthNo New item

2. IRC Knowledge Database

Description The directory describes Information Resource Center (IRC) personnel, collections, programs, infrastructure and services, Information Resource Officer (IRO) assignments, travel, schedules, budget allotments, etc. Serves as a repository of IRC Annual Plans and one-pagers, and IRO Reports prepared by regional IROs. Includes data migrated from former database platform, which increases ease of use for the IRC community worldwide. Data Links are provided to relevant websites for IRC information. Functionality includes creation of an IRC information page, reporting, printing, and export functions. Information covers the period 2000 to present.

Disposition TEMPORARY Delete when 10 years old or no longer needed for program or administrative purposes.

DispAuthNo New item

3. American Corners Central Database

Description File serves as repository of information on American Corners. The repository is a clearinghouse for guidance and recommended strategies for setting up and sustaining American Corner programs, as well as a directory representing each of the

more than 400 Corners Also used to monitor and report on American Corner operations and sustaining funds Serves U S Mission Public Affairs Sections that need basic information to develop and run American Corners as well as Washington staff who frequently need data on short notice about the worldwide program Interfaces with related internal databases in the public diplomacy family Covers the period 2003 to present

Disposition TEMPORARY Delete when 10 years old or no longer needed for program or administrative purposes

DispAuthNo New item

4. Office of American Spaces Intranet Website

Description The Office of American Spaces (IIP/RCA/AS) Portal's tools support the productivity and effectiveness of Information Resource Officers (IROs) abroad and at home, as well as personnel of Information Resource Centers (IRCs) at Public Affairs Sections worldwide The Portal is useful to Public Affairs Officers (especially those who supervise IRCs), book program officers, and other public diplomacy officers in IIP, ECA, and other State bureaus It is also useful at FSI tradecraft courses It gathers and organizes information resources from a variety of sources, including commercial online services, internal IIP and State Department resources, and publically available web resources

a Content Records

Web pages containing information not published in other Department recordkeeping systems

Disposition TEMPORARY Delete when superseded or obsolete

DispAuthNo New item

~~*b Operation and Management Records*~~

~~Documents created or received in the development, design, implementation, operations and maintenance of the IIP website~~

~~Disposition TEMPORARY Destroy/delete when 3 years old~~

~~DispAuthNo GRS24/8~~

5. InfoUSA CD File

Description Annual CD-ROM issued each year with general information on the United States, in English and foreign languages Arrange English and foreign versions in alphabetical order Covers the period 2000 to present

Disposition TEMPORARY Destroy/delete when superseded or obsolete

DispAuthNo New item

~~6. 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 director and staff in an official capacity. These records consist of simple lists of dates, times, and name or place of appointments. (Materials determined to be personal records or records of high level officials are excluded.)

Disposition TEMPORARY Destroy or delete when no longer needed for convenience of reference

DispAuthNo GRS23/5b

~~7. Office Administrative Files~~

Description Records accumulated by the Office that relate to the internal administration or housekeeping activities of the Office 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 office. 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 Office.

Disposition TEMPORARY Break file at end of fiscal year. Destroy/delete when 2 years old.

DispAuthNo GRS23/1

~~8. 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 one year old, whichever is sooner.

DispAuthNo GRS1/18a

~~9. Working Papers and Background Material~~

Description copies of communications and correspondence, publications of the Department and other federal agencies, newspaper clippings, reference material and studies, notes, drafts, and interim reports on office programs, projects, and initiatives

- a Drafts recording necessary approvals or changes and other essential documents
Disposition Screen out official documents for incorporation in the appropriate program file when projects or assignments are completed SEE 5 FAH-4, H-215
- b Extra copies of materials described above
Disposition Non-record, destroy/delete when projects or assignments are completed SEE 5 FAH-4, H-216

DispAuthNo New item

*Filing
Instruction*

~~10. 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 GRS20/13

~~11. 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 GRS20/14