

<b>Request for Records Disposition Authority</b> (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 Under Secretary for Democracy and Global Affairs (G)	
3 Minor Subdivision	
4 Name of Person with whom to confer Cornelius Kelliher	5 Telephone (include area code) 202-261-8684

<b>Leave Blank (NARA Use Only)</b>	
Job Number	N1-059-09-42
Date Received	8/10/09
<b>Notification to Agency</b> 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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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	Archivist of the United States
15 Jan 11	

**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) 07-28-2009
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7 Item Number	8 Description of Item and Proposed Disposition	9 GRS or Superseded Job Citation	10 Action taken (NARA Use Only)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 27, 2009

**Continuation Pages  
SF-115 for  
Under Secretary for Democracy and Global Affairs (G)**

**Item 1. Subject Files**

Description Action Memorandums, briefing material, briefing memorandums, correspondence, drafts, meeting agendas, memorandums, and memorandums of conversation, notes, prepared statements, reports, telegrams, testimony, and other documentation on activities and responsibilities of the Under Secretary Files are arranged by subject

Disposition Permanent. Retire to the RSC at the end of the Under Secretary's tenure or sooner if necessary Block files of each Under Secretary all together in one group. Transfer to WNRC when five years old Transfer to the National Archives when 25 years old

DispAuthNo New item

**Item 2. Chronological File**

Description Correspondence, memorandums, memorandums of conversation, reports, situation reports, telegrams, and other documentation on the activities and responsibilities of the Under Secretary Files arranged chronologically by date

Disposition. Permanent Retire to RSC at the end of the Under Secretary's tenure or sooner if necessary. Block files of each Under Secretary all together in one group Transfer to WNRC when five years old Transfer to the National Archives when 25 years old

DispAuthNo New item

**Item 3. Speech and Testimony File**

Description Speeches and testimony (classified and unclassified text), background material, correspondence, drafts, memorandums, and supporting documentation. Files arranged chronologically

Disposition Permanent. Retire to RSC at the end of the Under Secretary's tenure or sooner if necessary Block files of each Under Secretary all together in one group

Transfer to WNRC when five years old Transfer to the National Archives when 25 years old

DispAuthNo New item

**Item 4. Appointment Books, Calendars, and Logs**

Description Appointment books, calendars, and logs of telephone calls and visitors maintained by the Under Secretary's Personal Assistant/Scheduler

Disposition: Permanent Retire to RSC at the end of the Under Secretary's tenure or sooner if necessary Block records of each Under Secretary all together in one group  
Transfer to WNRC when 5 years old Transfer to the National Archives when 25 years old

DispAuthNo New item