

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 Special Envoys and Special Representatives (S)	
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	NI-059-09-43
Date Received	8/10/09
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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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	Archivist of the United States
3 Dec 09	

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 1 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 GRS or Superseded Job Citation	10.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 page.		

Continuation Pages
SF-115 for Records of Special Envoys and Special Representatives

Item 1. Records of Special Envoys and Special Representatives

The mission of a Special Envoy and Special Representative is to serve for a particular purpose, such as the conduct of special negotiations and/or attendance at world events such as coronations, inaugurations, and other state ceremonies of special importance. The designation is temporary and the Special Envoy or Special Representative advances the President's and the Secretary's foreign policy objectives. The tasks usually involve planning and consulting with the parties on a particular issue and to specifically review, analyze, and recommend ways to accomplish a particular objective. Files contain documents, policy papers, strategic plans, discussion files, briefing books and reports, Summary Reports to Secretary of State, trip reports, agreements, cables, emails, memoranda, and intelligence reference books. The files also include those of the Staff Director and staff members domestically and from posts overseas. Files are arranged by subject and cover the duration of the mission of the Special Envoy. The period covered is specified in the retirement documents.

Disposition: PERMANENT. Cutoff at the conclusion of the envoy's or representative's activities and retire to RSC for transfer to the WNRC. Transfer to the National Archives when 25 years old.

DispAuthNo: TBD

November 9, 2009