

# 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 Public Affairs

3. Minor Subdivision

Office of the Historian

4. Name of Person with whom to confer

Bob Kogok

5. Telephone (include area code)

202-663-3903

## Leave Blank (NARA Use Only)

Job Number

NI-059-10-1

Date Received

10/26/09

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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

01 Apr 2011

Archivist of the United States

*[Signature]*

### 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

*[Signature]*

Title

Agency Records Officer

Date (mm/dd/yyyy)

10/26/09

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 GRS or Superseded Job Citation	10.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		

## Office of the Historian (PA/HO)

**1a. Foreign Relations of the United States – This publication constitutes the official record of the foreign relations of the United States**

**Description:** Clearance File. Copies of: correspondence with other agencies; communications with foreign governments; declassification decisions; un-redacted copies of documents published with excisions; draft summaries and press releases with clearance actions; tables of contents; lists of documents in the volume, including sources and other identifying information; documents to be declassified; and other printouts from the volumes document database. Arranged by sub-series and volume.

**Disposition:** Permanent. Retire to RSC 1 year after publication of the last volume in sub-series. Transfer to NARA when 25 years old.

**DispAuthNo:** (Supersedes N1-59-94-15, item 1a)

**1b. Foreign Relations of the United States – This publication constitutes the official record of the foreign relations of the United States**

**Description:** Master Manuscript File. Compilations of documents selected for publication in a particular Foreign Relations volume.

**Disposition:** Temporary. Destroy 1 year after the volume is published.

**DispAuthNo:** (Supersedes N1-59-94-15, item 1b)

**1c. Foreign Relations of the United States – This publication constitutes the official record of the foreign relations of the United States**

**Description:** Backup File. Copies of documents collected during the research process but not selected for publication in a Foreign Relations volume.

**Disposition:** Temporary. Destroy upon publication of the volume.

**DispAuthNo:** New item

**1d. Foreign Relations of the United States – This publication constitutes the official record of the foreign relations of the United States**

**Description:** Published Volumes. Master set of volumes.

**Disposition:** Permanent. Transfer one copy of each volume directly to the National Archives at the end of each calendar year in which published.

**DispAuthNo:** (Supersedes (N1-59-94-15, item 1c(1)))

**1e. Foreign Relations of the United States – This publication constitutes the official record of the foreign relations of the United States**

**Description:** Published Volumes. All other copies.

**Disposition:** Temporary. Destroy when no longer needed after authorized distribution is made.

**DispAuthNo:** (Supersedes N1-59-94-15, item 1c(2))

**1f. Foreign Relations of the United States – This publication constitutes the official record of the foreign relations of the United States**

**Description:** Document Database. Electronic database recording information about every document in the volume, including declassification action on each document in the volume.

**Disposition:** Temporary. Records can be destroyed after all volumes for the presidential administration covered by the dates of the volume have been published and all declassification actions for documents in the volume have been entered electronically into the FREEDOMS database or its successor.

**DispAuthNo:** (Supersedes N1-59-94-15, item 1d(1))

**2. Database of Principal Officers and U.S. Chiefs of Mission**

**Description:** Database covering the history of the appointment, nominations, and designations of the Principal Officers of the Department and U.S. Chiefs of Mission. Since 2006, the Principal Officers and U.S. Chiefs of Mission lists have only been maintained in electronic form.

**Disposition:** Permanent. Transfer database snapshot to NARA upon approval of this schedule and thereafter create database snapshot every 5 years and transfer to NARA. Records to be transferred to NARA in accordance with the regulations relating to the transfer of electronic records and guidance in effect at the time of transfer.

**DispAuthNo:** (Supersedes N1-59-94-15, item ~~3a~~) <sup>3a)</sup> ① 5/26/11

**3. Countries Database**

**Description:** The Countries database contains the history of U.S. Recognition, Diplomatic, and Consular Relations by country and provides historical reference information on aspects of the United States' relations with the countries of the world. The central component is a guide to matters of diplomatic recognition and the establishment and maintenance of diplomatic relations between the United States and states of the world, from 1776 to the present.

**Disposition:** Permanent. Transfer database snapshot to NARA upon approval

of this schedule and thereafter create database snapshot every 5 years and transfer to NARA. Records to be transferred to NARA in accordance with the regulations relating to the transfer of electronic records and guidance in effect at the time of transfer.

**DispAuthNo:** New item

**4. Research Projects File**

**Description:** Publications resulting from original research done by PA/HO at the request of the Secretary of State, other Department officials, and the White House on a wide range of subjects, or generated on the initiative of the Office for public consumption.

**Disposition:** Permanent. Cut off at the end of the calendar year. Transfer to NARA when 25 years old in 5 year intervals.

**DispAuthNo:** (Supersedes N1-59-94-15, item 4)

**5. Educational Resources**

**Description:** Audio-visual, written, and other material prepared for distribution to educators.

**Disposition:** Permanent. Transfer to NARA in 5 year blocks when most recent records are 2 years old.

**DispAuthNo:** New item

**6a. Advisory Committee on Historical Diplomatic Documentation File**

**Description:** Program File. Briefing memoranda, correspondence, agendas, memoranda, memoranda of understanding, minutes, press releases, reports and other papers and documents relating to the establishment and activities, including the charter, determinations for closed meetings, inter- and intra-departmental communications involving the committee, communications between the Department and members of the committee, and written materials and reports considered and/or issued by the committee.

**Disposition:** Permanent. Retire to RSC when 2 years old. Transfer to NARA when 25 years old.

**DispAuthNo:** (Supersedes N1-59-94-15, item 5a)

**6b. Advisory Committee on Historical Diplomatic Documentation File**

**Description:** Administrative File. Documents relating to arrangements for committee meetings, biographical information on committee members, budget, reimbursement, travel, and other administrative activities of the committee.

**Disposition:** Temporary. Destroy when 5 years old.

**DispAuthNo:** (Supersedes N1-59-94-15, item 5b)

**7. Diplomatic and Consular Cards File**

**Description:** Consular officers' assignments and biographic information. Arranged alphabetically by name of post.

**Disposition:** Permanent. Transfer to NARA immediately upon completion of scanning project, but no later than December 31, 2012.

**DispAuthNo:** (Supersedes N1-59-94-15, item 6)

**8. Historian Program File**

**Description:** Records accumulated by the office that serve as unique documentation of historical programs and functions. Documents relate to internal policies, procedures, guidelines, strategic planning, user surveys, or other instructional material that deal with office's publications, historical studies, and outreach and a wide range of subjects such as preservation of historical records, historical inquiries, declassification policy, and records policy.

**Disposition:** Permanent. Cut off at the end of each calendar year. Retire to RSC after 3 years. Transfer to NARA when 25 years old.

**DispAuthNo:** (Supersedes N1-59-94-15, item 10)

**9. History Reference File**

**Description:** Extra copies of material accumulated by the office that serves as a unique historical research resource on U.S. foreign relations and foreign policy history, historical inquiries and studies, and preservation of historical records. Consists of articles from magazines and newspapers, documents, notes, papers, publications, and telegrams. Arranged alphabetically by subject. Blocked by series and volume.

**Disposition:** Temporary. Destroy when no longer needed for reference purposes.

**DispAuthNo:** N1-59-94-15, item 12

**10. Declassification Policy Issues Files**

**Description:** File of unique reference material relating to declassification issues. Arranged by subject.

**Disposition:** Temporary. Destroy when no longer needed.

**DispAuthNo:** N1-59-94-15, item 13

**11. Special Publications File**

**Description:** Records related to large, one-time special projects undertaken with other foreign ministries or on the initiative of the office.

Memoranda, correspondence, memoranda of understanding, reports, notes, background information, minutes of meetings, and other material.

**Disposition:** Permanent. Cut off at the end of calendar year in which project completed. Retire to RSC when no longer needed. Transfer to NARA when 25 years old.

**DispAuthNo:** New item

**12. Office of the Historian Public Website**

**Description:** Website content and all related web management and operations records. Web content consists of duplicate information maintained in other Office of the Historian recordkeeping systems and covered by other items of the PA/HO schedule.

**Disposition:** Temporary. Delete/destroy when superseded, obsolete, or no longer needed for the conduct of business.

**DispAuthNo:** New item

**13. Working Files**

**Description:** Extra copies of documentation collected and maintained in the preparation of office publications and research projects.

**Disposition:** Temporary. Destroy 3 years after publication of related volume or completion of related research project.

**DispAuthNo:** (supersedes N1-059-94-15, item 14)