

<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 Office of the Secretary	
3. Minor Subdivision <b>Conflict and Stabilization Operations (G/CSO)</b> <del>Coordinator for Reconstruction and Stabilization - Front Office (S/CRS)</del>	
4. Name of Person with whom to confer Katherine G Kirkpatrick	5. Telephone (include area code) (202) 261-8426

<b>Leave Blank (NARA Use Only)</b>	
Job Number	N1-059-10-3
Date Received	11/13/09
<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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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 23 NOV 11	Archivist of the United States <i>[Signature]</i>

**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 \_\_\_\_\_ 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 <i>[Signature]</i>	Title Agency Records Officer	Date (mm/dd/yyyy) 10-08-2009
--	---------------------------------	---------------------------------

7. Item Number	8. Description of Item and Proposed Disposition	9. GRS or Superseded Job Citation	10. Action taken (NARA Use Only)
	<p><b>Conflict &amp; Stabilization Operations</b>  <del>Coordinator for Reconstruction and Stabilization - Front Office (S/CRS) - G/CSO</del>            See continuation pages</p> <p>Organization name change - see email from Department dated 12/15/11 <i>(WA)</i></p>		

# Conflict and Stabilization Operations

~~Office of the Coordinator for Reconstruction and Stabilization (S/CRS)~~

Front Office

~~Coordinator for Reconstruction and Stabilization~~

Conflict and Stabilization Operations

## 1.) Coordinator's Chronological files – Executive Office [Paper]

Description: File contains hard copies of memorandums, reports, correspondence to and from the coordinator, and deputy when acting, as well as cables and emails filed chronologically. Covers the period July 2004 to present.

Disposition: PERMANENT. Cut-off at end of calendar year. Retain in office for one year, and then retire to RSC. Transfer to National Archives when twenty-five years old in a format acceptable to the National Archives at the time of transfer.

DispAuthNo: New item.

## 2.) Front Office Country Files [Paper]

Description: Files contain memorandums, reports, briefing checklists, leave-behind binders and correspondence to and from the coordinator, cables, emails, status reports, summaries of conferences conducted by S/CRS, and power-point slide reports of completed projects. Filed by country. Recordkeeping copy is paper.

Disposition: PERMANENT. Cut-off at end of calendar year. Retain in office for one year, and then retire to RSC. Transfer to National Archives when twenty-five years old in a format acceptable to the National Archives at the time of transfer.

DispAuthNo: New item.

## 3.) Coordinator's Daily Activity Calendar

a. Paper – Calendar kept by staff assistant. Record copy.

Disposition: PERMANENT. Retain in office for one year and retire to RSC. Transfer to National Archives when twenty-five years old.

b. Electronic copy. Calendar of the Coordinator kept on Microsoft Outlook database.

Disposition: TEMPORARY. Delete electronic calendar at the end of tenure.

#### **4.) Shared Electronic Folders – Chronological and Country Files**

Description: Contains copies of materials produced by Senior Advisors, Special Assistants, Staff, and Deputies. Consists of memorandums reports, and email and other correspondence.

Disposition: TEMPORARY. Duplicate copies of materials described in item 1 and 2 (above). Destroy when no longer needed.

DispAuthNo:

Continuation page follows containing GRS Items not sent to NARA.