

Request for Records Disposition Authority (See Instructions on reverse)		Leave Blank (NARA Use Only)	
To: National Archives and Records Administration (NIR) Washington, DC 20408		Job Number <i>N1-059-10-8</i>	Date Received <i>1/7/10</i>
1 From (Agency or establishment) Department of State		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
2 Major Subdivision Bureau of International Information Programs (IIP/W)			
3 Minor Subdivision		Date <i>10/13/10</i>	Archivist of the United States WITHDRAWN
4 Name of Person with whom to confer Cornelius Kelliher	5 Telephone (include area code) 202-261-8684		

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: *[Signature]* Title: *ARO* Date (mm/dd/yyyy): *12/31/09*

7 Item Number	8 Description of Item and Proposed Disposition	9 GRS or Superseded Job Citation	10 Action taken (NARA Use Only)
	See continuation page		

Office of Web Management (IIP/W)

1. Subject/Project Files

Description: Files contain substantive information relating to the activities of the Office Director, division chiefs, and staff in directing and carrying out the policy and program functions and responsibilities of the Office. Includes official reports, telegrams, memoranda, and contract project files related to the Office of Web Management.

Files cover the period October 1999 to present.

Disposition: PERMANENT: Cutoff files annually, by calendar year. Retire to Department's Records Service Center (RSC) when three years old. Transfer to WNRC when ten years old. Transfer to the National Archives twenty-five years after cutoff in five-year blocks.

DispAuthNo: TBD

2. Records Relating to CMS IT Management and Reporting

Description: Strategic plan documenting how information resources will support agency missions, goals, and objectives, related background records, and records relating to the development and implementation of performance measures and procedures.

Disposition: TEMPORARY: Destroy 5 years after plan is superseded or terminated.

DispAuthNo: TBD

3. Working Papers and Background Material

Description: Background records, such as studies, notes, drafts, and interim reports, on Office programs, projects, and initiatives.

Disposition: TEMPORARY. Screen out nontransitory record material for incorporation in the appropriate program file and destroy six months after final action on project or issuance of report, or three years after completion of report if no final action is taken.

DispAuthNo: TBD