

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 NI-59-10-14

Date Received 1/21/10

1 From (Agency or establishment)

U S Department of State

2 Major Subdivision

Bureau of East Asian and Pacific Affairs

3 Minor Subdivision

Office of Regional Security and Policy

4 Name of Person with whom to confer

Shelia A Prince

5 Telephone (include area code)

(202) 261-8428

Date

17 Nov 11

Archivist of the United States

[Signature]

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10

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 *[Signature]*

Title

Agency Records Officer

Date (mm/dd/yyyy)

1/7/10

7 Item Number	8 Description of Item and Proposed Disposition	9 GRS or Superseded Job Citation	10 Action taken (NARA Use Only)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

Bureau of East Asian and Pacific Affairs
Office of Regional Security and Policy Affairs (EAP/RSP)
Records Disposition Schedule

1. Subject/Program Files

Description: Correspondence, letters, reports, cables, memorandums, notes, emails, speeches and other related documentation concerning regional U S bilateral military relations, security assistance, arms sales, non-proliferation policies, terrorism, narcotics, refugees, human rights, congressional and press relations, and general issues Information arranged by TAGS/Terms and calendar year

Disposition: Temporary Cutoff at end of calendar year Destroy 5 years after cutoff or when no longer needed, whichever is later

DispAuthNo:

2. Grant Files

Description: Emails, telegrams, memorandums and related correspondence for Asian-Pacific region receiving grants that include but not limited to economical and environmental support Arranged by project title and year Accumulation beginning from the 1990s to the present

Disposition: Temporary Cutoff when grant ends or terminated Destroy 10 years after cutoff

DispAuthNo:

3. Multilateral Forum Files

Description: Files documenting participation in multilateral fora, including but not limited to the Association of Southeast Asian Nations (ASEAN) Regional Forum, the Lower Mekong Initiative, and East Asian Summit Records include but are not limited to funding documentation, memorandums, emails, telegrams and other related correspondence

Disposition: Temporary Cutoff files at the end of calendar year Delete when 10 years old or when no longer needed, whichever is later

DispAuthNo: